A3354-10

1988 SALARY SURVEY

Salary Data covering the United States and Canada for 39 Job Titles in Information Processing and Administrative Support.

AISP INTERNATIONAL
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ANALYSIS OF SURVEY

AISP's 1988 Information Processing Salary Survey reports annual salary information for 39 job titles, fifteen industries and over 100 specific types of industries for the United States and Canada. Regional information is provided for five separate geographic regions within the United States as well as for Canadian companies that responded. This survey provides data for high, low and average annual salaries in addition to high and low salary ranges and annual Bonuses. This year, 400 companies and 4,942 employees are included in the data.

USE OF SURVEY

It is recommended that you use careful judgment when comparing the positions and salaries in this survey with those of your own company. Review each job description--do not be guided by the job title alone. The figures are an excellent general guide for salary administration, but must be used in conjunction with other factors, such as individual performance, length of employment, productivity and organizational policy.

Figures for positions for which there are fewer than six companies reporting are subject to interpretation and, therefore, should be used with caution. Regional data supplies users with comparative data for their general area of the country.

The 1988 Information Processing Salary Survey is an accurate compilation of salaries reported for specific jobs described in our questionnaire (a copy of which is reprinted here for you). Because of the confidential nature of the survey, information from individual organizations is not available.

DATA TABLES

Salary information in this report is arranged by job title. Each job title and its job description is included with data tables that focus on geographic regions and industries. Following is a description of each of the columns in the data tables:

Number of Companies: Represents the total number of companies meeting the given criteria that reported information for a specific job title.

Number of Employees: Represents the total number of employees meeting the given criteria.

Average Correlation: Is the average of a real number ranging from 0.0 to 1.0 that was reported by survey participants. The average correlation indicates how closely AISP's job description for a given position matches the job responsibilities of the individual or group for which salary information was reported. Salary information for those individuals or groups whose reported correlation was less than .05 was eliminated to maintain the integrity of the results.

Annual Salaries-Average: Is the average annual salary for the job title meeting the given criteria.

Annual Salaries-Low: Is the lowest reported annual salary for the job title meeting the given criteria.

Annual Salaries-High: Is the highest reported annual salary for the job title meeting the given criteria.

Average Salary Ranges-Low: Is the average of the figures in the reported low annual salary range for the job title meeting the given criteria.

Average Salary Ranges-High: Is the average of the figures in the reported high annual salary range for the job title meeting the given criteria.

Average Annual Bonus: Is the average of the annual bonus reported for the job title meeting the given criteria.

Number of Bonuses Reported: Is the total number of annual bonuses that reported for the job title meeting the given criteria.

AISP INFORMATION PROCESSING SALARY SURVEYS

SALARY TRENDS: 1977-1988 FOR SELECTED JOB TITLES

(Salary Figures Are Reported in $1,000s/Year Using 1988 Job Titles)

Title	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987	1988
Word Processing Operator	8.9	9.5	10.1	11.4	11.3	13.3	13.9	14.3	15.2	15.5	*	17.0
Word Processing Specialist	9.7	10.7	11.0	12.4	13.3	14.4	15.2	16.2	17.0	17.5	*	19.2
Senior Word Processing Specialist	10.4	11.5	12.2	13.6	14.5	15.6	16.8	17.8	18.9	19.6	*	20.9
Word Processing Supervisor	12.2	13.7	14.3	16.1	17.1	18.9	20.0	21.0	22.4	23.6	*	25.5
Word Processing Manager	14.5	16.4	18.6	19.4	20.5	23.0	24.4	26.4	27.3	28.5	*	30.2
Proofreader	9.3	10.2	11.2	12.0	14.0	13.6	14.5	15.4	15.9	16.3	*	16.5
Administrative Support Supervisor	13.2	15.0	16.3	16.9	17.8	19.8	21.1	21.4	22.0	25.5	*	27.2
Administrative Support Manager	16.8	16.4	20.2	23.0	24.2	24.3	26.0	28.2	28.2	33.4	*	31.2
Office Systems Analyst	18.4	18.7	20.5	21.5	24.4	24.7	25.2	27.3	28.3	26.6	*	27.7
Manager Information Center	N/A	N/A	25.5	30.1	29.3	31.3	31.7	33.9	35.0	39.4	*	36.9

*1987 data not available

WORD PROCESSING OPERATOR
JOB CODE 45

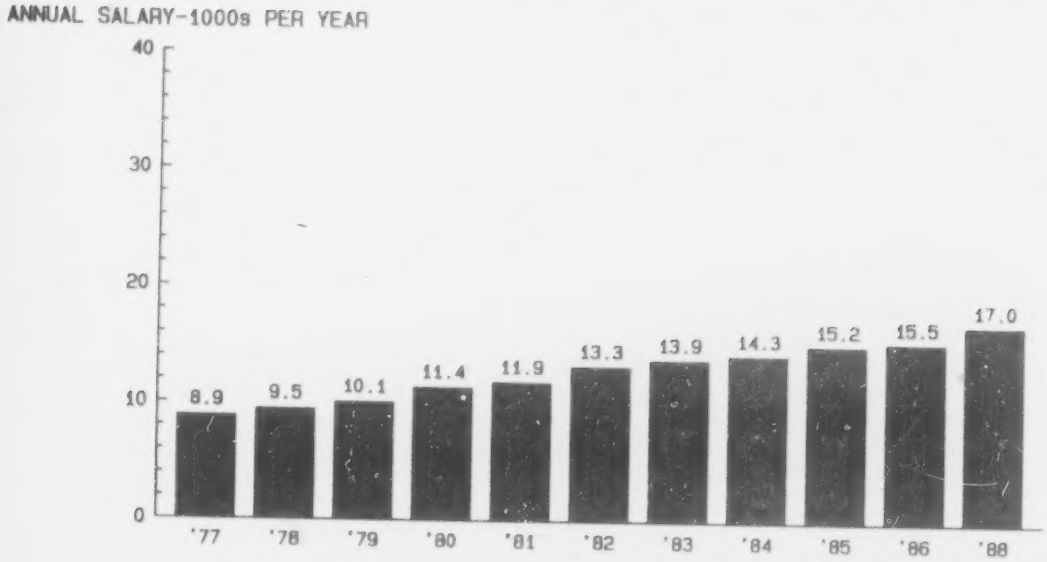

FIGURE 1

WORD PROCESSING SPECIALIST
JOB CODE 44

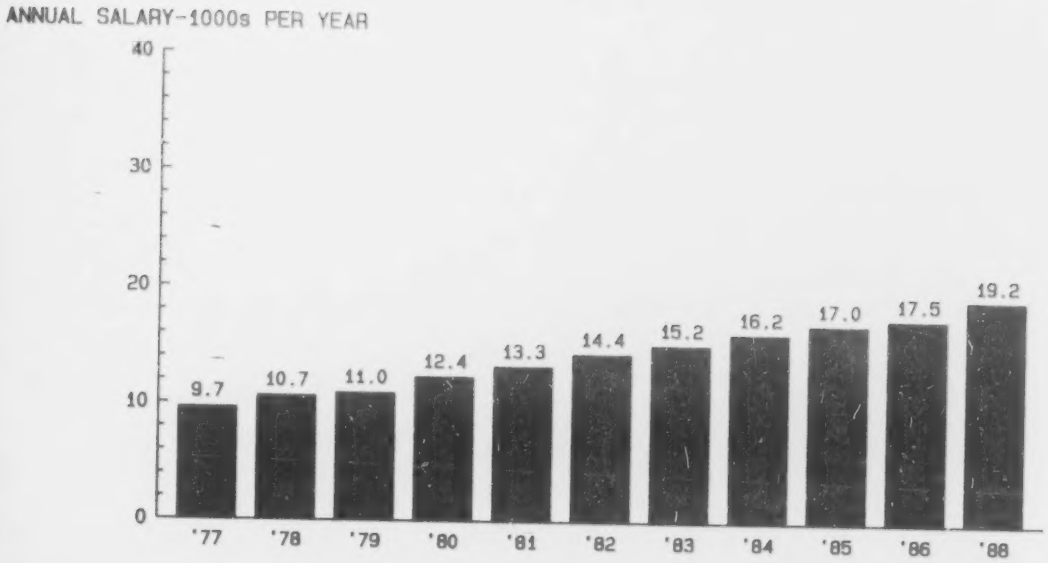

FIGURE 2

SENIOR WORD PROCESSING SPECIALIST
JOB CODE 43

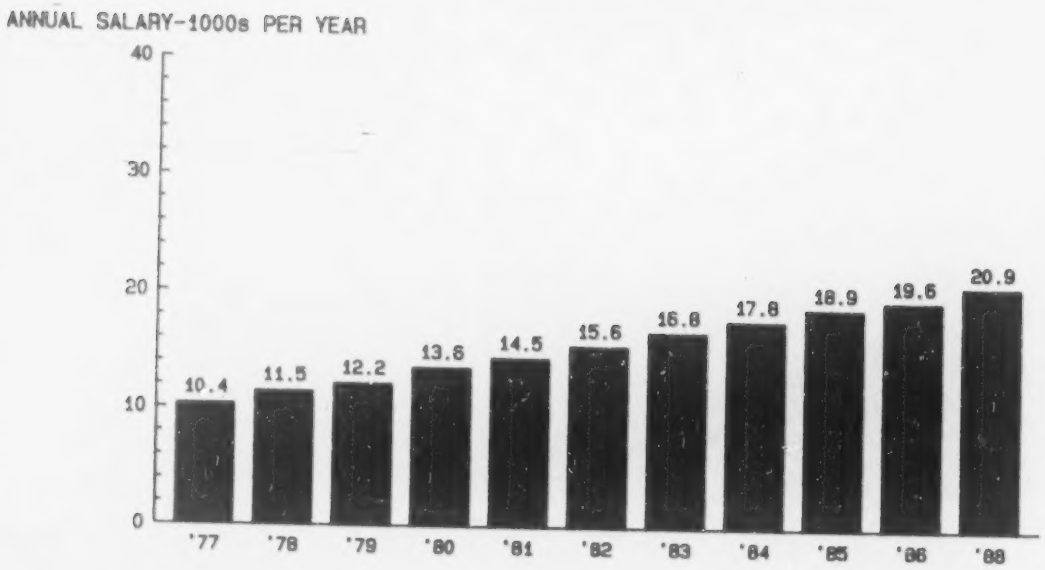

FIGURE 3

WORD PROCESSING SUPERVISOR
JOB CODE 42

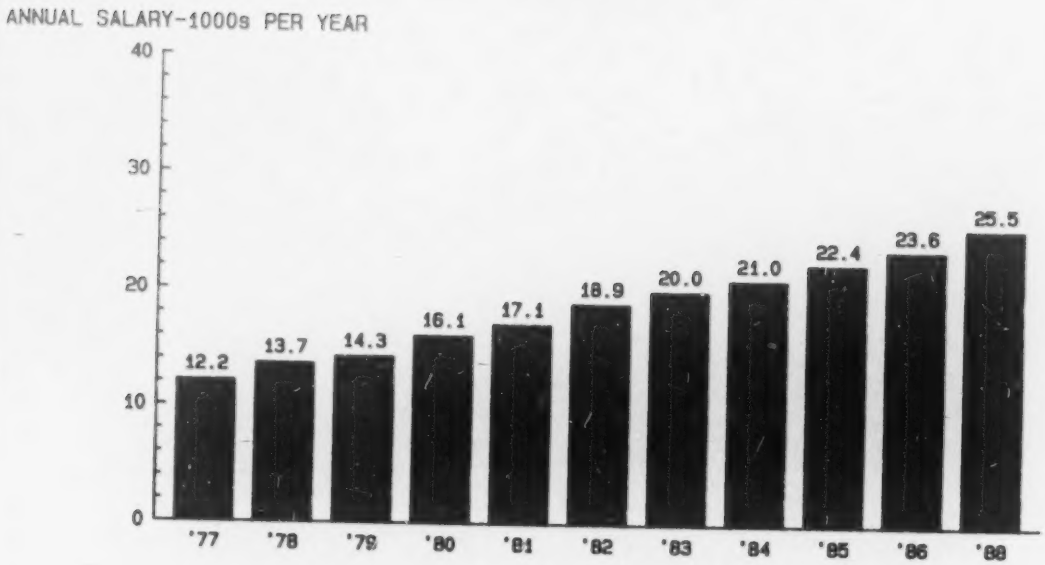

FIGURE 4

WORD PROCESSING MANAGER
JOB CODE 41

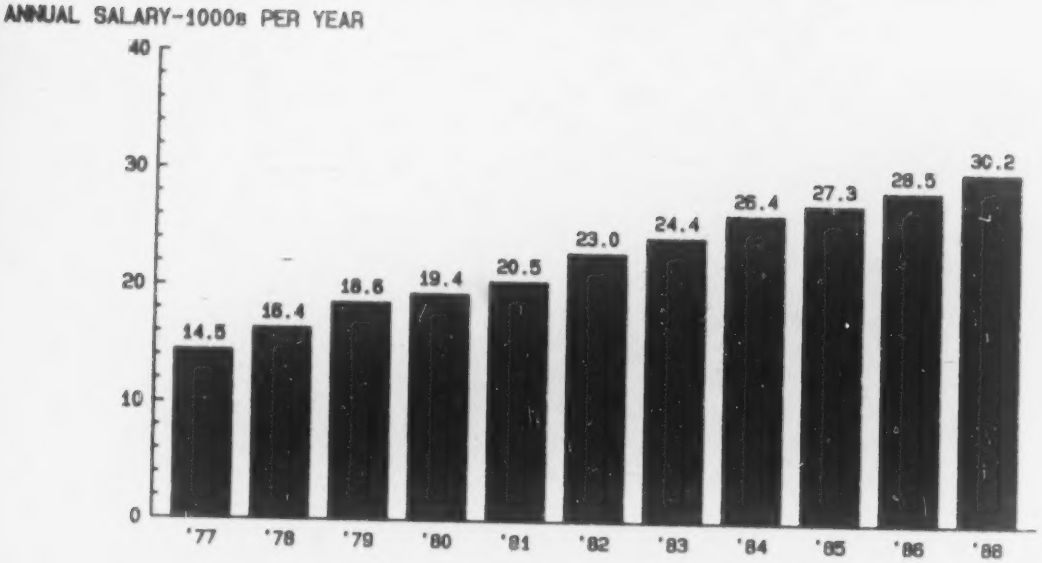

FIGURE 5

PROOFREADER
JOB CODE 48

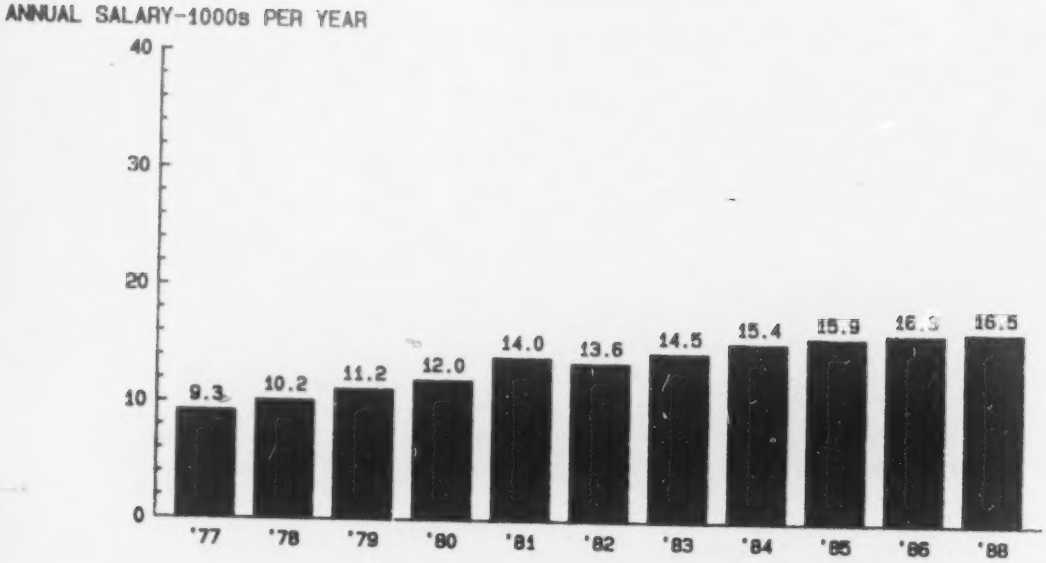

FIGURE 6

ADMINISTRATIVE SUPPORT SUPERVISOR
JOB CODE 82

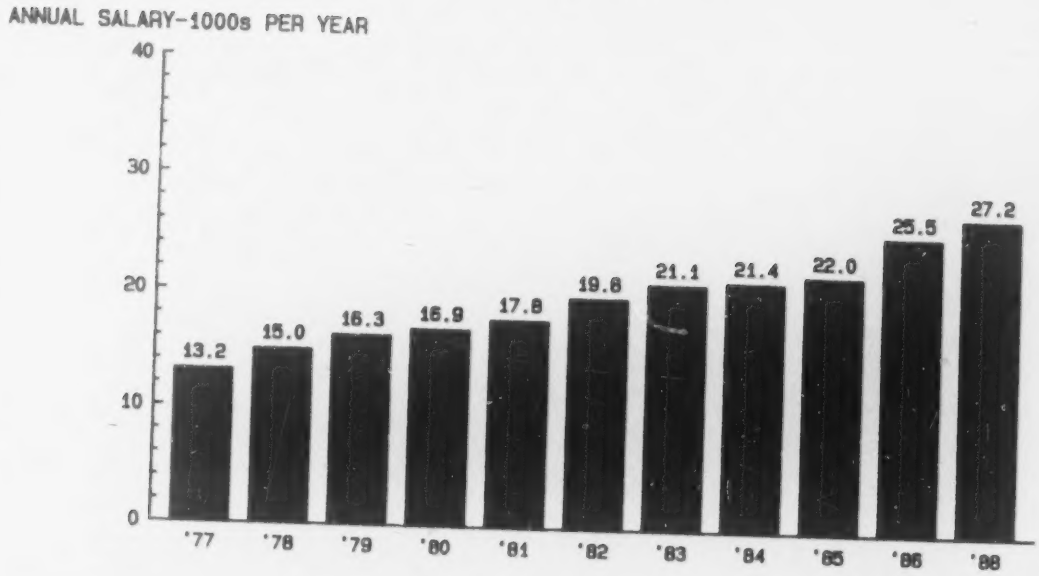

FIGURE 7

ADMINISTRATIVE SUPPORT MANAGER
JOB CODE 81

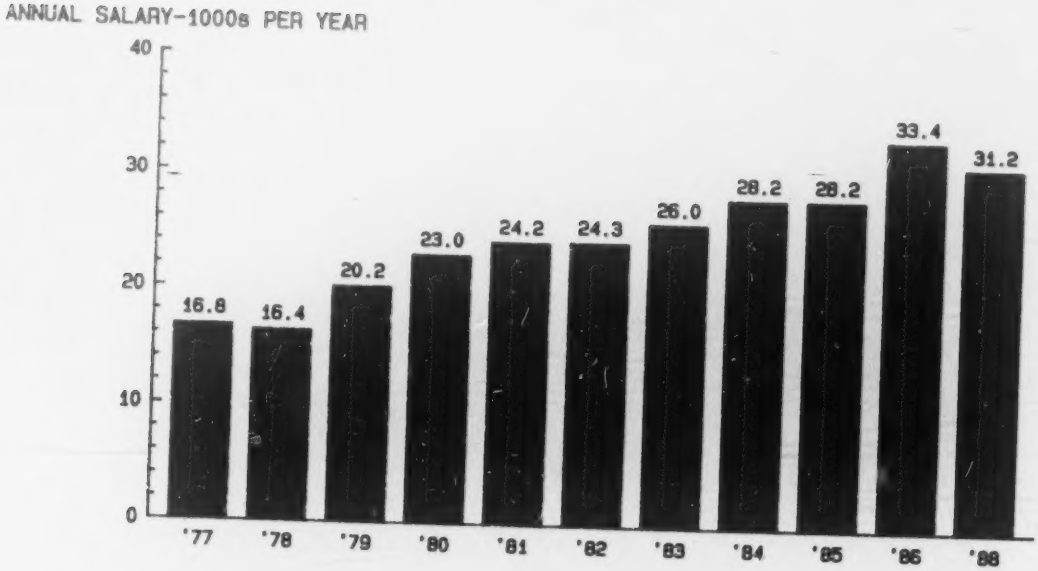

FIGURE 8

OFFICE SYSTEMS ANALYST
JOB CODE 34

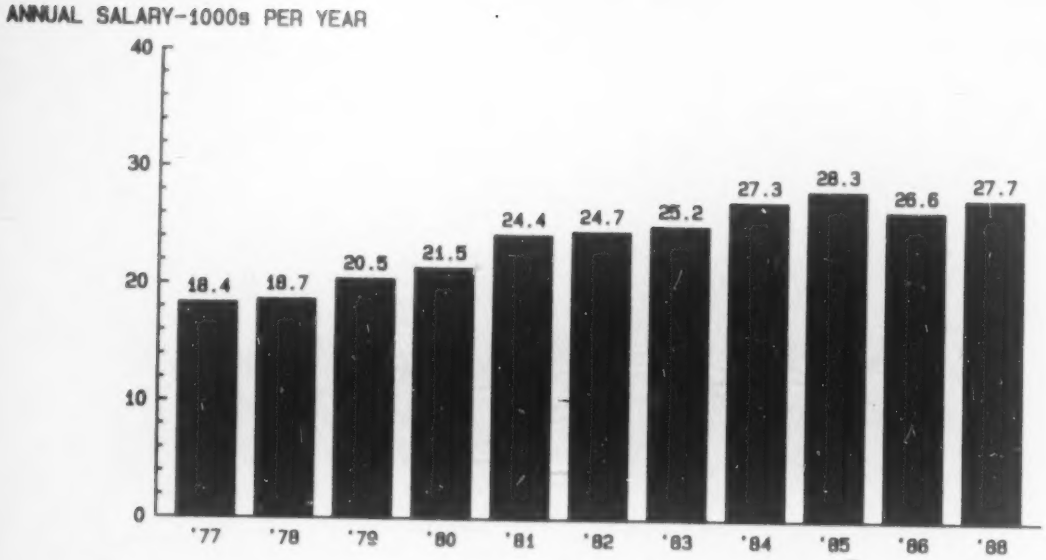

FIGURE 9

INFORMATION CENTER MANAGER
JOB CODE 61

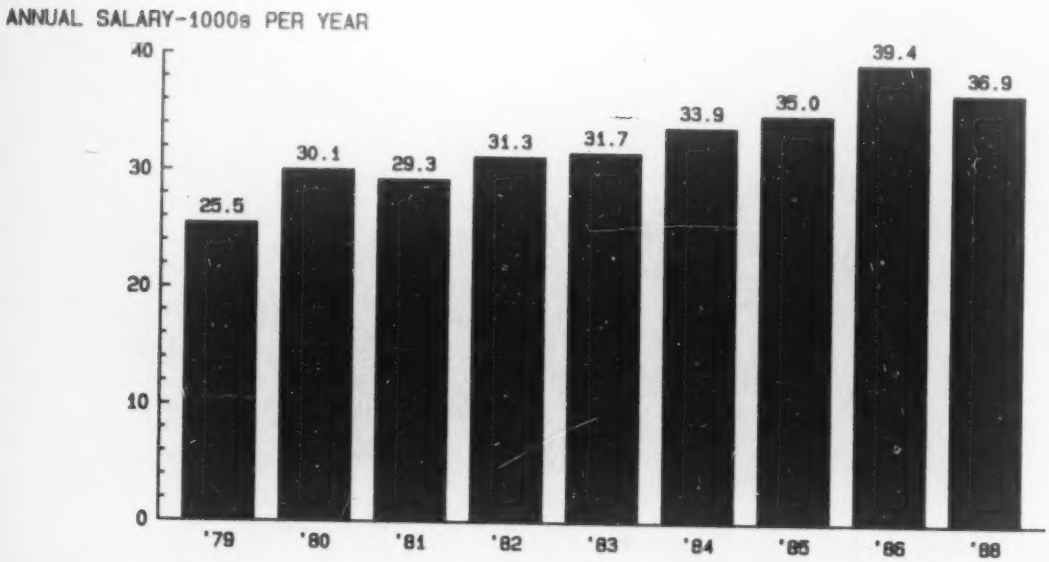

FIGURE 10

JOB DESCRIPTIONS

01 Information Resources Director (Systems, Technology, MIS Director/ Vice President)

Responsible for all of an enterprise's information processing activities, including systems analysis, programming and computer and auxiliary operations. Controls liaison between information processing subgroups and support groups. Controls policies, procedures, technical standards, methods and priorities. Reports to management on information processing plans, projects and performance.

10 Technical Planning Manager

Provides technical assistance to facilitate planning, design, installation, modification and operation of corporate information processing and resource management. Using technical specifications and other criteria, analyzes user and vendor proposals for acquisition of hardware, software and technical services. Evaluates proposed and actual projects. Prepares long-range and short-range plans for the selection of information processing applications, systems development and maintenance and support activities.

21 Systems Analysis/Programming Manager

Manages all corporate systems analysis and programming activities. Reviews all systems project requests. Coordinates schedules and related departmental activities. Provides direction and guidance to project personnel. Reviews and evaluates work of subordinate staff. Prepares performance reports and activity and progress reports regarding all systems analysis and programming.

23 Senior Systems Analyst/Programmer

Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs and documents programs. Develops or modifies procedures to solve complex problems using information processing technology, understanding system limitations, operating time and desired end result. Competent at the highest technical level of applications systems analysis and programming.

24 Systems Analyst/Programmer

Under general, direct or immediate supervision, formulates system scope and objectives through research and develops or modifies information processing systems. Prepares, or assists in preparing, detailed specifications from which programs will be written. Designs, codes, tests, debugs maintains and documents programs. Competent to work in many phases of applications systems analysis and programming.

26 Educator/Teacher

High school, adult education or community college instructor whose primary area of education is information processing. Is familiar with a variety of hardware and software products and is involved in teaching concepts as well as conducting hands-on training.

30 Office Information Systems Manager

Responsible for all office information systems activities, such as word processing, facsimile, communications and personal computers. Responsible for administration of staffing requirements, user liaison, training programs and coordination of support with other departments. Has high degree of technical competence, projects hardware/software/personnel requirements and develops standards for applications. Advises subordinates on administrative policies, technical problems, priorities and methods. Reports to management on plans, projects and performance.

31 Office Information Systems Assistant Manager

Assists OIS manager in directing OIS activities. Assumes managerial responsibility in manager's absence. May have direct responsibility for administration or coordination of a few functions, such as PC support, word processing, telecommunications, etc.

32 Software Systems Manager

Responsible for all software systems analysis and programming activities. May include telecommunications and database management, and configuration and capacity planning, systems performance analysis and optimization. Projects software and hardware requirements in conjunction with other managers. Develops standards for all software applications. Directs the interfacing of software systems with hardware configurations and applications systems. Provides technical guidance to all members of the information processing staff. Assigns projects, reviews and evaluates work and prepares performance reports. Advises subordinates on procedures, technical problems, priorities and methods.

33 Technical Specialist

Provides technical guidance for the planning and monitoring of information processing operations. May advise on organizational, procedural and work flow plans and methods. Evaluates proposed and actual projects. Plans and recommends system modifications or additions to improve processing capacity. Prepares cost estimates for current and proposed projects. May evaluate vendor proposals for purchases of hardware. Manages recording and reporting of system malfunctioning and maintenance.

34 Office Systems Analyst

Advises and assists office information systems supervisors and managers regarding the planning, directing and monitoring of OIS operations and projects. Conducts studies, reviews operations and recommends appropriate staffing, procedures and systems modification.

35 Documentation Supervisor

Assigns systems documentation work to personnel and supervises, reviews and evaluates their activities. May perform documentation tasks. Advises subordinates on procedures, technical problems, priorities and methods.

41 Word Processing Manager

Responsible for the overall operation of a corporate word processing function, including guidance of supervisors, personnel administration, staff requirements, user liaison and evaluation, design and implementation of future word processing systems. Is also responsible for budgets, overall production reports and may coordinate services with other information systems functions.

42 Word Processing Supervisor

Responsible for the operation of a word processing group or subgroup. Schedules and coordinates work flow, assists word processing personnel in document production and in establishing and maintaining quality standards. Analyzes production data and procedures, identifies potential improvements and may be partially responsible for budgets and equipment recommendation.

43 Senior Word Processing Specialist

May act as assistant supervisor. Familiar with all the information processing equipment within the installation. Responsibilities include coordinating and assigning work, analyzing requirements for specific projects, communicating with users, compiling production statistics and recommending changes in center procedures. May also assist in training personnel.

44 Word Processing Specialist

Can format, produce and revise complicated documents, such as lengthy technical and statistical reports from complex source information. Competent in electronic file management. Exercises

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independent action when interpreting instructions to produce a quality document, understands proofreader marks and assumes full responsibility for document accuracy and completeness. Has a thorough knowledge of center procedures and maintenance of records.

45 Word Processing Operator

Typically has six to 24 months word processing experience. In addition to having all the qualifications and functions of a word processing trainee, a word processing operator handles special documents, meets established quality standards, uses all of a system's text editing functions and is familiar with department terminology and company practices.

46 Word Processing Trainee

Entry level position for those having less than 12 months word processing experience. Must have adequate typing skills, good knowledge of grammar, punctuation, spelling and formatting, the ability to use handbooks and other reference materials and be oriented toward teamwork and the use of machines. A trainee's functions include routine transcription and manipulation of text from various types of source information. Maintains own production records and may be required to proofread own work.

47 Typesetting Specialist

An operator who enters special codes while keyboarding and revising text that is to be output on a photocomposition system. Has knowledge of points, picas, typefaces, leading, format requirements, production techniques and other aspects of typesetting.

48 Proofreader

Proofreads typed copy for text content, spelling, punctuation, grammar and typographical errors. May be responsible for setting grammar and format standards, guidance and/or training of secretaries and principals.

49 Desktop Publishing Specialist

An operator who enters text and uses page composition software to prepare camera ready copy. Has knowledge of typesetting terminology such as leading, kerning, points, etc. Is familiar with approved page layout procedures.

50 Training Manager

Directs functions related to education programs for personnel within information processing for user personnel. Assigns staff members to various training tasks and directs their activities, reviews their work and prepares performance reports. Advises subordinates on administrative policies, procedures, technical problems, priorities and methods. Consults with personnel in other groups to coordinate activities.

51 Training Specialist

Under general direction, organizes, prepares and conducts complex training and educational programs for information processing or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress and program effectiveness.

52 Microcomputer Manager

Responsible for all aspects of corporate microcomputer use. Activities include directing the purchasing, installing and servicing of hardware, software and peripherals. Confers with data and word processing management to coordinate policies and procedures for microcomputer use and integration with other corporate information processing systems. Establishes training programs in-house or off-site. Has full knowledge of corporate information processing needs and applications. Has knowledge of product developments in hardware, software and peripherals markets.

53 Microcomputer User Coordinator

Responsible for troubleshooting, training and guidance in microcomputer-based systems. Has proficient knowledge of hardware, software and peripherals in use. Is familiar with company micro-based applications. May work with users in one-on-one or group situations.

61 Information Center Manager

Manages all Information Center related activities. Surveys the market for new user-friendly software products, recommends the products and coordinates the installation of these products. Prepares procedures for documentation and training on these products for the user. Surveys the market for microcomputers and decision-support systems to review applicability to the organization. Hires and manages all Information Center personnel.

62 Information Center Specialist/Consultant

Under general direction, advises and assists business computer users in solving problems themselves using recommended Information Center tools. Trains business computer users in classroom and one-on-one situations. Assists in the selection and installation of Information Center tools.

71 Telecommunications Manager

Directs all planning, designing, installing and maintaining on-line data communications networks. Interfaces with other information processing management staff to coordinate telecommunications software, hardware and systems compatibilities. Assigns staff to projects and directs their activities, reviews and evaluates their work and prepares performance reports. Advises subordinates on policies, procedures, technical problems, priorities and methods. Advises other groups in the use of telecommunications. Prepares activity and progress reports to management regarding corporate telecommunications.

72 Senior Telecommunications Analyst/Programmer

Under the direction of the telecommunications manager, designs, implements, maintains and analyzes complex telecommunications systems. Competent in programming languages applicable to communications. Provides technical guidance pertaining to connecting devices and communications simulation. Can work at highest level of telecommunications activities.

73 Telecommunications Analyst/Programmer

Under general, direct or immediate supervision, designs, implements and maintains moderately complex telecommunications systems. May write and maintain operating manuals and assist in developing specifications, record and form layouts, etc.

74 Telecommunications Network Coordinator

Responsible for telecommunications system installation, troubleshooting and testing. Assures components of network are operational. Coordinates activities of system and line vendors, maintains log of equipment failures and ensures preventive maintenance. Acts as a resource person regarding maintenance and planning of telecommunications systems.

81 Administrative Support Manager

Has full responsibility for developing, maintaining and evaluating all services under administrative support within an organization, such as filing, telephone, mail and para-professional support. Monitors the success of the administrative support group and is familiar with the company's goals and objectives. Works closely with the word processing manager or office information systems manager to ensure cooperation of two functions. May manage other major administrative duties such as records management, microfilm, reprographics and purchasing.

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82 Administrative Support Supervisor

May have all the responsibilities of Senior Administrative Secretary in addition to scheduling and administering work flow to a team of administrative secretaries. Responsible for liaison with, and training of, users who benefit from administrative support. Evaluates staffing requirements and prepares management reports.

83 Senior Administrative Secretary

May act as assistant to supervisor of an administrative team and is qualified to compose and edit documents for principals, provide research support and perform other para-professional duties. Handles special projects and is fully aware of company standards and practices.

84 Administrative Secretary

Works with a group of principals as part of a team under the direction of an Administrative Support Supervisor or Manager. Responsibilities include such support functions as filing, photocopying, maintaining calendars, records and lists and providing special secretarial services.

91 Data Processing Manager

Responsible for all data processing operations activities, including computer operations, data entry, data control and operation support. Assigns personnel to projects and directs their activities, reviews and evaluates their work and prepares performance reports. Advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with personnel in other data processing sections to coordinate activities. Prepares activity and progress reports regarding the data processing operations section.

92 Data Processing Supervisor

Supervises the activities of data processing operations personnel. Usually has authority to hire, fire and promote personnel. Follows set policy level direction regarding standards, budgetary constraints, etc.

93 Senior Data Processing Operator

Operates a central computer terminal under general supervision. Can grasp operating instructions to determine system set-up and run operation. Monitors the console panel, storage devices, printers and other peripherals to pinpoint system or program malfunction. Follows standard procedures to arrange sequence of job steps to continue operations in normal or malfunction mode. Confers with technical specialists or managers when malfunction requires a major change in procedures. Keeps records on system performance and production.

94 Data Processing Operator

Under direct or general supervision, assists in monitoring and controlling a computer and performs routine tasks. May operate auxiliary equipment. With guidance, is competent in several phases of data processing operations.

AISP Information Processing Salary Survey 1988

Company Name: _____

Section I

Please enter all information to properly classify your company. Refer to tables on preceeding pages if necessary.

1. Enter company name in boxes on both sides of this questionnaire.
2. Industry—General Category (two digits):____ ____
3. Industry—Type Code (three digits):____ ____ ____
4. Zip Code:____ ____ ____ ____ ____ ____ ____ ____ ____
5. Number of employees at reporting location:_____

Section II

Please complete the salary survey chart. Refer to explanation and examples on preceeding pages if necessary. PLEASE PHOTOCOPY THIS SHEET BEFORE ENTERING DATA IF YOU WILL BE MAKING MORE THAN 30 ENTRIES.

	JOB CODE	NUMBER OF EMPLOYEES W/SAME DATA	HOURS PER WEEK	ACTUAL CURRENT SALARY (ANNUAL)	SALARY RANGE (ANNUAL) LOW	HIGH	BONUS	CORRELATION (0.0 - 1.0)
1.								
2.								
3.								
4.								
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30.								

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GEOGRAPHIC REGIONS

Northeastern States

- Connecticut
- Delaware
- District of Columbia
- Maine
- Maryland
- Massachusetts
- New Hampshire
- New Jersey
- New York
- Pennsylvania
- Rhode Island
- Vermont
- Virginia
- West Virginia

Southeastern States

- Alabama
- Florida
- Georgia
- Kentucky
- Mississippi
- North Carolina
- South Carolina
- Tennessee

South Central States

- Arkansas
- Colorado
- Kansas
- Louisiana
- Missouri
- New Mexico
- Oklahoma
- Texas

North Central States

- Illinois
- Indiana
- Iowa
- Michigan
- Minnesota
- Nebraska
- North Dakota
- Ohio
- South Dakota
- Wisconsin

Western States

- Alaska
- Arizona
- California
- Hawaii
- Idaho
- Montana
- Oregon
- Nevada
- Utah
- Washington
- Wyoming

STANDARD INDUSTRIAL CLASSIFICATIONS

GENERAL CATEGORY	TYPE CODE
01	**Manufacturing—Non Durable Goods**
	___ 200 Food & Kindred Products
	___ 210 Tobacco Manufacturing
	___ 220 Textile Mill Products
	___ 230 Apparel & other products made from Fabric
	___ 270 Printing
	___ 280 Chemicals & Allied Products
	___ 281 Pharmaceuticals—Ethical
	___ 282 Cosmetics & Toilet Preparations
	___ 290 Petroleum Refining & Related Products
	___ 300 Rubber & Miscellaneous Plastic Products
	___ 390 Miscellaneous
02	**Manufacturing—Durable Goods**
	___ 330 Primary Metals
	___ 340 Fabricated Metal Products
	___ 350 Machinery, except Electrical
	___ 368 Electronic Data Processing Equipment
	___ 370 Transportation Equipment (Ground, Water & Air)
	___ 380 Professional, Scientific, Photographic & Optical Goods; Watches & Clocks
	___ 390 Miscellaneous
03	**Transportation**
	___ 400 Railroad Transportation
	___ 410 Local & Suburban Transit & Interurban Passage
	___ 420 Motor Freight Transportation & Warehousing
	___ 440 Water Transportation
	___ 450 Air Transportation
	___ 460 Pipeline Transportation
	___ 470 Transportation Services
04	**Utilities**
	___ 481 Telephone
	___ 482 Telegraph
	___ 491 Electric Companies & Systems
	___ 492 Gas Companies & Systems
	___ 493 Combination Gas & Electric Companies & Systems
	___ 494 Water Supply
	___ 495 Sanitary Services
	___ 496 Steam Companies & Systems
05	**Wholesale/Retail Trade**
	Wholesale
	___ 501 Motor Vehicles & Auto Equipment
	___ 502 Drugs, Chemicals & Allied Products
	___ 503 Dry Goods & Apparel
	___ 504 Groceries
	___ 506 Electrical Goods
	___ 507 Hardware, Plumbing & Heating Supplies
	___ 508 Machinery, Equip. & Supplies
	___ 509 Miscellaneous
	Retail
	___ 520 Building Materials, Hardware & Farm Equipment
	___ 530 General Merchandise
	___ 540 Food
	___ 550 Automotive Dealers & Gas Service Stations
	___ 560 Apparel & Accessories
	___ 570 Furniture & Home Furnishings
	___ 580 Eating & Dining Places
	___ 590 Miscellaneous Retail Stores
06	**Finance**
	___ 600 Banking
	___ 601 Federal Reserve Banks
	___ 602 Commercial & Stock Savings Banks
	___ 603 Mutual Savings Banks
	___ 604 Trust Companies (No Deposit Banking)
	___ 605 Closely Related Services (Foreign Exchange, Currency Exchange)
	___ 610 Credit Agencies Other Than Banks
	___ 611 Rediscount & Financial Institutions (not Banks)
	___ 612 Savings & Loan Associations
	___ 613 Agricultural Credit Unions
	___ 614 Personal Credit Institutions
	___ 615 Business Credit Institutions
	___ 616 Loan Correspondents & Brokers
	___ 620 Security & Commodity Brokers, Dealers & Exchanges
	___ 670 Holding & other Investment Companies
07	**Insurance**
	___ 630 Insurance Carriers
	___ 631 Life Insurance
	___ 632 Accident & Health Insurance
	___ 633 Fire, Marine & Casualty Insurance
	___ 635 Surety Insurance
	___ 636 Title Insurance
	___ 639 Insurance Carriers, Other
	___ 640 Insurance Agents, Brokers & Services
08	**Services—Profit**
	___ 700 Hotels & Rooming Houses
	___ 720 Personal Services
	___ 730 Business Services
	___ 731 Advertising Agencies & Services
	___ 732 Consumer Credit & Collection Agencies
	___ 733 Duplication, Mailing List & Stenographic Services
	___ 734 Building Services
	___ 735 Private Employment Agencies
	___ 736 Business & Management Consulting Services
	___ 737 Data Processing Service Bureaus, Software Companies, Time Sharing Companies
	___ 738 Accounting, Auditing & Bookkeeping Services
	___ 739 Business Services, Other
	___ 750 Automobile Repair, Auto Service & Garages
	___ 760 Miscellaneous Repair Services
	___ 780 Amusement & Recreation Services (except Motion Pictures)
	___ 790 Motion Pictures
	___ 791 Publishing—Newspapers
	___ 792 Publishing—Books & Periodicals
	___ 793 News Syndicate
	___ 794 Radio & Television Broadcasting
	___ 800 Medical, Dental & other Health Services
	___ 810 Legal Services
	___ 891 Engineering & Architectural Services
	___ 892 Agricultural Services
	___ 899 Miscellaneous
09	**Services—Non-Profit**
	___ 800 Medical, Dental & other Health Services
	___ 830 Museums, Art Galleries, Botanical & Zoological Gardens
	___ 860 Non-Profit Membership Organizations
	___ 892 Educational & Scientific Research Agencies
	___ 895 Religious Organizations
	___ 899 Miscellaneous
10	**Educational Services**
	___ 821 Elementary & Secondary Schools
	___ 822 Colleges, Universities, Professional Schools, Junior Colleges
	___ 823 Libraries
	___ 824 Correspondence & Vocational Schools
	___ 829 Educational Services, Other
11	**Government**
	___ 910 Federal Government
	___ 920 State Government
	___ 930 Local Government
	___ 940 International Government
12	**Construction and Mining**
	___ 100 Construction
	___ 101 General Contractors-Residential
	___ 102 General Contractors-Commercial
	___ 103 General Contractors-Highway & Bridge
	___ 105 Miscellaneous Construction
	___ 110 Mining
	___ 111 Metal and/or Mineral Ore Mining
	___ 114 Miscellaneous Mining
13	**Oil and Gas**
	___ 120 Drilling and/or Exploration
14	**Real Estate**
	___ 650 Real Estate
	___ 660 Combination of Real Estate, Insurance, Loans, Law Offices
15	**Other**
	___ 999 (Please Specify) _____

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INFORMATION PROCESSING SALARY SURVEY
TOTAL UNITED STATES AND CANADA

Job Code	Job Title	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Information Resources Director	43	45	.9	40.7	51.5	23.8	106.0	42.2	59.9	5,000	7
10	Technical Planning Manager	17	21	.8	39.5	48.0	15.0	85.0	32.4	47.9	2,289	3
21	Systems Analysis/Programming Manager	20	21	.9	39.6	33.8	24.0	58.5	32.4	48.1	3,840	3
23	Senior Systems/Analyst Programmer	29	141	.9	39.4	35.3	21.6	60.0	28.7	42.7	2,570	7
24	Systems Analyst/Programmer	37	162	.9	39.5	31.1	12.5	52.0	25.5	36.5	1,630	5
26	Educator/Teacher	26	170	.9	25.9	28.5	11.0	45.0	21.0	32.0	317	3
30	OIS Manager	73	74	.7	39.1	35.7	15.1	69.5	28.5	41.2	1,850	16
31	OIS Assistant Manager	12	15	.7	38.2	29.6	16.2	42.1	24.1	32.4	300	1
32	Software Systems Manager	11	13	.7	39.7	35.0	20.0	52.0	28.8	36.1	0	0
33	Technical Specialist	22	42	.6	39.8	29.0	17.0	45.0	23.6	33.7	1,125	4
34	Office Systems Analyst	15	20	.7	39.3	27.7	20.0	42.1	23.9	33.0	0	0
35	Documentation Supervisor	10	14	.8	40.0	29.0	17.0	42.1	25.1	34.6	1,250	1
41	Word Processing Manager	111	127	.9	39.3	30.2	17.0	62.2	25.2	35.1	2,000	27
42	Word Processing Supervisor	160	223	.9	38.8	25.5	10.0	46.5	20.7	29.4	1,180	31
43	Senior Word Processing Specialist	164	347	.9	38.0	20.9	10.0	37.0	17.0	24.6	892	34
44	Word Processing Specialist	196	907	.9	37.6	19.2	6.8	29.9	16.0	22.3	804	63
45	Word Processing Operator	182	1,000	.9	36.9	17.0	3.9	32.4	14.3	20.2	904	76
46	Word Processing Trainee	70	164	.8	36.8	13.6	4.5	25.0	12.2	16.7	608	15
47	Typesetting Specialist	20	38	.9	38.8	21.8	14.2	32.1	17.3	23.8	2,000	1
48	Proofreader	40	81	.8	37.4	16.5	6.0	31.0	14.4	20.0	804	19
49	Desktop Publishing Specialist	24	34	.8	38.6	21.7	14.0	35.0	19.0	24.1	1,475	2

(Continued)

INFORMATION PROCESSING SALARY SURVEY
TOTAL UNITED STATES AND CANADA
(Continued)

Job Code	Job Title	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/ Year)		Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
						Avg	Low	High	Low	High		
50	Training Manager	9	15	.6	39.7	31.0	20.0	44.0	27.4	38.6	1,283	3
51	Training Specialist	38	56	.8	39.2	24.4	15.6	39.0	20.7	28.8	1,358	11
52	Microcomputer Manager	11	14	.9	39.2	35.0	20.3	56.4	20.6	44.4	4,084	4
53	Microcomputer User Coordinator	19	33	.8	38.2	26.1	12.1	38.8	23.3	31.5	1,326	7
61	Manager Information Center	14	18	.7	40.2	36.9	20.0	61.0	30.8	46.2	0	0
62	Information Center Specialist	24	55	.8	39.0	24.4	15.3	37.3	20.8	29.3	4,913	5
71	Telecommunications Manager	9	11	.9	38.9	43.5	29.9	57.0	34.8	48.3	2,748	2
72	Sr Telecommunications Analyst/Programmer	2	2	.7	40.0	31.0	30.4	31.5	23.5	35.5	0	0
73	Telecommunications Analyst/Programmer	3	3	.8	38.3	28.1	26.8	30.3	25.2	38.2	0	0
74	Telecommunications Network Coordinator	11	11	.9	39.7	23.9	13.5	40.1	20.5	29.5	855	2
81	Administrative Support Manager	32	34	.7	40.4	31.2	16.1	53.0	26.5	35.6	1,375	8
82	Administrative Support Supervisor	15	32	.8	40.0	27.2	19.8	43.2	20.3	29.3	817	3
83	Senior Administrative Secretary	40	165	.9	39.5	20.2	10.0	35.0	17.1	24.7	498	8
84	Administrative Secretary	61	612	.9	38.6	19.3	7.0	36.4	15.2	21.9	1,646	87
91	Data Processing Manager	16	22	.9	40.5	38.1	19.8	66.4	29.6	42.1	488	2
92	Data Processing Supervisor	13	17	.8	40.0	28.2	20.0	47.0	25.0	33.0	2,233	3
93	Senior Data Processing Operator	30	57	.8	39.9	22.1	14.3	32.0	17.4	25.5	1,295	5
94	Data Processing Operator	37	126	.8	37.1	16.8	5.0	30.0	14.6	20.7	792	6

SUMMARY COMMENTS

The following are summary comments drawn from the data collected from the 400 companies that responded. These are "highlights" from the table entitled Total United States and Canada:

* Information Resources Director was the highest-paid job title, receiving a reported average annual salary of $51,500 with a high of $106,000. This job title was followed by:

	Average Annual Salary
- Technical Planning Manager	$48,000
- Telecommunications Manager	$43,500
- Data Processing Manager	$38,100

* The lowest-paid job titles consisted of the following:

	Average Annual Salary
- Word Processing Trainee	$13,600
- Proofreader	$16,500
- Data Processing Operator	$16,800
- Word Processing Operator	$17,000

* The most frequently reported positions by the 400 companies that responded were:

	Number of Companies That Reported Job Title	Number of Employees Reported on
- Word Processing Specialist	196	907
- Word Processing Operator	182	1,000
- Sr Word Processing Specialist	164	347
- Word Processing Supervisor	160	223

* The least frequently reported positions by the 400 companies that reported were:

	Number of Companies That Reported Job Title	Number of Employees Reported on
- Sr Telecommunications Analyst/Programmer	2	2
- Telecommunications Analyst/Programmer	3	3
- Telecommunications Manager	9	11
- Training Manager	9	15

* The following job titles had the greatest increases in average annual salary when compared to 1986 data:

	1986 Avg Annual Salary	1988 Avg Annual Salary	Increase
- Documentation Supervisor	$23,300	$29,000	$5,700
- Systems Analyst/Programmer	$26,100	$31,100	$5,000
- Microcomputer User Coordinator	$22,500	$26,100	$3,600

* The largest average annual bonuses were reported for the following job titles:

	Avg Annual Bonus
- Information Resources Director	$5,000
- Information Center Specialist	$4,913
- Microcomputer Manager	$4,084
- Systems Analysis/Programmer Manager	$3,840

* Five job titles reported no bonuses:

- Software Systems Manager
- Office Systems Analyst
- Manager Information Center
- Senior Telecommunications Analyst/Programmer
- Telecommunications Analyst/Programmer

* Educator/Teacher was the only job title that reported average hours worked per week of less than 35 hours. On average, individuals in this job title worked 25.6 hours per week. Below is a breakdown of the distribution of hours worked by job title.

Hours Worked Per Week	Number of Job Titles	% of All 39 Job Titles
40+	8	20.5%
38-39.9	25	64.1
35-37.9	5	12.8
Less than 35	1	2.6

SALARY SURVEY DATA

Job Code: 01

Information Resources Director

Responsible for all of an enterprise's information processing activities, including systems analysis, programming and computer and auxiliary operations. Controls liaison between information processing subgroups and support groups. Controls policies, procedures, technical standards, methods and priorities. Reports to management on information processing plans, projects and performance.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	43	45	.9	40.7	51.5	23.8	106.0	42.2	59.9	5,000	7
Northeastern States	16	16	.8	39.8	51.9	23.8	106.0	41.8	58.9	5,000	4
Southeastern States	6	7	.8	40.0	47.3	34.4	55.0	39.7	54.5	5,000	1
North Central States	8	9	.9	41.9	61.3	28.0	97.8	48.0	74.1	5,000	1
South Central States	3	3	1.0	46.7	48.3	24.0	75.4	38.1	52.7	5,000	1
Western States	10	10	.9	39.7	46.5	29.1	72.0	40.5	54.8	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 01 Information Resources Director

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	3	3	1.0	40.0	65.0	51.5	83.5	51.5	74.9	5,500	2
	200 Food & Kindred Products	1	1	1.0	40.0	83.5	83.5	83.5	69.5	109.8	0	0
	270 Printing	1	1	1.0	40.0	51.5	51.5	51.5	51.5	45.0	5,000	1
	300 Rubber & Miscellaneous Plastic Products	1	1	.9	40.0	60.0	60.0	60.0	40.0	60.0	6,000	1
02	Manufacturing-Durable Goods	3	3	.9	38.3	79.5	48.3	130.7	57.7	97.7	0	0
	380 Professional, Scientific, Photographic & Optical Goods; Watches & Clocks	1	1	.7	35.0	65.0	65.0	65.0	50.0	75.0	0	0
	390 Miscellaneous	2	2	1.0	40.0	86.7	48.3	130.7	61.6	109.0	0	0
04	Utilities	3	4	.8	40.0	50.7	35.5	55.0	42.2	59.9	0	0
	481 Telephone	1	2	.5	40.0	55.0	55.0	55.0	44.0	66.0	0	0
	491 Electric Companies & Systems	2	2	1.0	40.0	46.4	35.5	54.2	40.3	53.8	0	0
05	Wholesale/Retail Trade	2	3	1.0	43.3	46.7	28.0	56.0	43.7	49.0	5,000	1
	509 Wholesale Miscellaneous	1	1	1.0	50.0	28.0	28.0	28.0	19.0	35.0	0	0
	540 Retail Food	1	2	1.0	40.0	56.0	56.0	56.0	56.0	56.0	5,000	1
06	Finance	3	3	.7	39.0	58.0	23.8	106.0	43.3	70.4	0	0
	600 Banking	1	1	.5	40.0	44.1	44.1	44.1	37.1	63.6	0	0
	602 Commercial & Stock Savings Banks	2	2	.8	38.5	64.9	23.8	106.0	46.4	73.8	0	0
08	Services-Profit	11	11	.8	43.6	46.4	24.0	75.0	39.7	53.4	4,750	4
	736 Business & Mgmt. Consulting Services	4	4	.8	43.8	60.6	50.0	75.0	52.6	68.4	5,000	1
	739 Business Services, Other	3	3	.8	46.7	41.9	24.0	61.5	33.6	47.4	5,000	1
	760 Miscellaneous Repair Services	1	1	.8	50.0	27.0	27.0	27.0	20.0	28.0	0	0
	810 Legal Services	3	3	.9	38.0	38.3	30.0	48.0	35.0	48.0	4,500	2

(Continued)

Job Code: 01 Information Resources Director (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
09	Services-Nonprofit	2	2	.9	40.0	52.5	45.0	65.0	47.5	57.5	0	0
	830 Museums, Art Galleries, Botanical & Zoological Gardens	1	1	.9	40.0	50.0	50.0	50.0	50.0	50.0	0	0
	860 Nonprofit Membership Organizations	1	1	.8	40.0	55.0	45.0	65.0	45.0	65.0	0	0
10	Educational Services	6	6	.8	39.2	47.4	25.0	72.0	42.0	49.5	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	6	6	.8	39.2	47.4	25.0	72.0	42.0	49.5	0	0
11	Government	9	9	.8	39.1		29.1	65.0			0	0
	920 State Government	3	3	.9	37.3	46.8	41.4	52.2	38.6	51.9	0	0
	930 Local Government	6	6	.7	40.0	45.4	29.1	65.0	36.4	53.1	0	0

Job Code: 10

Technical Planning Manager

Provides technical assistance to facilitate planning, design, installation, modification and operation of corporate information processing and resource management. Using technical specifications and other criteria, analyzes user and vendor proposals for acquisition of hardware, software and technical services. Evaluates proposed and actual projects. Prepares long-range and short-range plans for the selection of information processing applications, systems development and maintenance and support activities.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	17	21	.8	39.5	48.0	15.0	85.0	32.4	47.9	2,280	3
Northeastern States	6	6	.8	37.7	55.5	32.3	85.0	35.3	57.4	3,250	2
Southeastern States	4	7	.7	40.6	30.7	15.0	40.8	27.7	40.1	350	1
North Central States	2	2	.9	40.0	62.4	62.4	62.4	39.7	62.1	0	0
South Central States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
Western States	5	6	.8	40.0	36.8	31.7	42.1	32.6	42.6	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 10 Technical Planning Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	2	2	.9	36.0	70.5	56.0	85.0	5.06	76.0	0	0
	200 Food & Kindred Products	2	2	.9	36.0	70.5	56.0	85.0	50.6	76.0	0	0
02	Manufacturing-Durable Goods	1	1	.9	40.0	62.4	62.4	62.4	51.2	80.9	0	0
	390 Miscellaneous	1	1	.9	40.0	62.4	62.4	62.4	51.2	80.9	0	0
04	Utilities	2	3	.8	40.0	37.3	36.4	38.1	31.7	42.6	0	0
	491 Electric Companies & Systems	2	3	.8	40.0	37.3	36.4	38.1	31.7	42.6	0	0
06	Finance	1	1	.5	40.0	59.4	59.4	59.4	37.1	63.6	0	0
	600 Banking	1	1	.5	40.0	59.4	59.4	59.4	37.1	63.6	0	0
07	Insurance	1	1	1.0	37.0	37.0	37.0	37.0	25.0	40.0	1,500	1
	631 Life Insurance	1	1	1.0	37.0	37.0	37.0	37.0	25.0	40.0	1,500	1
08	Services-Profit	1	1	.6	40.0	63.0	63.0	63.0	40.0	75.0	5,000	1
	739 Business Services Other	1	1	.6	40.0	63.0	63.0	63.0	40.0	75.0	5,000	1
09	Services-Nonprofit	1	1	.4	40.0	40.5	40.5	40.5	36.0	45.0	0	0
	860 Nonprofit Membership Organizations	1	1	.4	40.0	40.5	40.5	40.5	36.0	45.0	0	0
11	Government	7	7	.8	39.6	29.6	31.7	42.1	30.6	42.6	0	0
	920 State Government	2	2	.6	38.5	9.0	32.3	35.7	25.9	34.0	0	0
	930 Local Government	5	5	.9	40.0	37.8	31.7	42.1	32.5	46.1	0	0
15	Other	1	4	.8	42.0	15.0	15.0	15.0	12.0	20.0	350	1
	999	1	4	.8	42.0	15.0	15.0	15.0	12.0	20.0	350	1

Job Code: 21

Systems Analysis/Programming Manager

Manages all corporate systems analysis and programming activities. Reviews all systems project requests. Coordinates schedules and related departmental activities. Provides direction and guidance to project personnel. Reviews and evaluates work of subordinate staff. Prepares performance reports and activity and progress reports regarding all systems analysis and programming.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	20	21	.9	39.6	33.8	24.0	58.5	32.4	48.1	3,840	3
Northeastern States	3	3	.9	37.3	40.3	35.2	45.0	31.0	44.4	0	0
Southeastern States	3	3	.9	40.0	30.5	27.8	33.2	30.3	40.6	0	0
North Central States	5	5	.9	40.0	48.3	42.0	53.8	36.0	53.9	4,255	2
South Central States	5	6	.9	40.0	43.0	24.0	58.5	33.3	47.2	3,000	1
Western States	4	4	.8	40.0	36.2	25.0	42.1	29.1	42.7	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 21 Systems Analysis/Programming Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	1	1	1.0	40.0	53.8	53.8	53.8	46.9	74.2	0	0
	200 Food & Kindred Products	1	1	1.0	40.0	53.8	53.8	53.8	46.9	74.2	0	0
02	Manufacturing-Durable Goods	2	2	1.0	40.0	54.3	50.1	58.5	42.8	71.4	5,010	1
	390 Miscellaneous	2	2	1.0	40.0	54.3	50.1	58.5	42.8	71.4	5,010	1
04	Utilities	1	1	.8	40.0	33.2	33.2	33.2	26.5	39.8	0	0
	491 Electric Companies & Systems	1	1	.8	40.0	33.2	33.2	33.2	26.5	39.8	0	0
05	Wholesale/Retail Trade	1	1	1.0	40.0	50.6	50.6	50.6	39.3	56.9	0	0
	508 Machinery, Equipment & Supplies	1	1	1.0	40.0	50.6	50.6	50.6	39.3	56.9	0	0
08	Services-Profit	2	2	.8	40.0	33.0	24.0	42.0	27.3	34.9	3,250	2
	739 Business Services, Other	1	1	.8	40.0	24.0	24.0	24.0	24.0	24.0	3,000	1
	810 Legal Services	1	1	DK	40.0	42.0	42.0	42.0	30.5	45.8	3,500	1
09	Services-Nonprofit	3	3	.8	40.0	44.0	40.0	46.9	37.7	44.0	0	0
	830 Museums, Art Galleries, Botanical & Zoological Gardens	1	1	.9	40.0	45.0	45.0	45.0	45.0	45.0	0	0
	860 Nonprofit Membership Organizations	1	1	.9	40.0	40.0	40.0	40.0	38.0	42.0	0	0
	892 Educational & Scientific	1	1	.7	40.0	46.9	46.9	46.9	30.0	44.9	0	0
10	Educational Services	3	4	.7	38.3	39.3	35.2	47.3	31.4	40.5	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	3	4	.7	38.3	39.3	35.2	47.3	31.4	40.5	0	0
11	Government	5	5	.9	39.4	36.3	27.8	42.1	29.6	32.3	0	0
	920 State Government	2	2	.8	38.5	38.2	35.7	40.6	28.9	38.2	0	0
	930 Local Government	3	3	.9	40.0	35.0	27.8	42.1	30.0	28.4	0	0

Job Code: 23

Senior Systems Analyst/Programmer

Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs and documents programs. Develops or modifies procedures to solve complex problems using information processing technology, understanding system limitations, operating time and desired end result. Competent at the highest technical level of applications systems analysis and programming.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	29	141	.9	39.4	35.3	21.6	60.0	28.7	42.7	2,570	7
Northeastern States	9	31	.7	38.6	35.0	22.7	60.0	26.2	39.9	3,000	2
Southeastern States	5	60	.9	39.5	40.5	33.8	46.5	30.5	46.6	0	0
North Central States	8	34	.9	39.5	34.9	21.6	45.0	28.6	40.0	2,404	5
South Central States	4	9	.9	40.0	31.3	29.1	36.5	25.5	39.7	0	0
Western States	3	7	1.0	40.0	35.7	32.0	42.1	29.4	39.5	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 23 Senior Systems Analyst/Programmer

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	12	28	.8	37.9	40.0	33.0	60.0	30.2	45.9	0	0
	200 Food and Kindred Products	9	25	.8	37.7	39.5	33.0	60.0	30.1	45.1	0	0
	280 Chemicals & Allied Products	3	3	.9	40.0	44.1	42.6	46.5	30.6	52.5	0	0
02	Manufacturing-Durable Goods	5	9	.9	40.0	33.9	29.1	41.1	26.3	44.2	0	0
	390 Miscellaneous	5	9	.9	40.0	33.9	29.1	41.1	26.3	44.2	0	0
04	Utilities	2	51	.9	39.9	40.7	36.0	40.8	32.6	48.8	0	0
	481 Telephone	1	50	.9	40.0	40.8	40.8	40.8	32.6	48.9	0	0
	491 Electric Companies & Systems	1	1	1.0	37.0	36.0	36.0	36.0	33.0	43.0	0	0
05	Wholesale/Retail Trade	3	9	1.0	40.0	33.7	30.1	35.3	30.1	35.3	2,000	2
	540 Retail Food	3	9	1.0	40.0	33.7	30.1	35.3	30.1	35.3	2,000	2
06	Finance	4	4	.6	40.0	39.4	32.0	45.2	32.5	47.3	0	0
	600 Banking	3	3	.6	40.0	37.5	32.0	45.2	28.3	48.0	0	0
	620 Security & Commodity Brokers, Dealers & Exchanges	1	1	DK	40.0	45.0	45.0	45.0	45.0	45.0	0	0
07	Insurance	1	1	1.0	37.0	33.0	33.0	33.0	22.0	36.0	1,000	1
	631 Life Insurance	1	1	1.0	37.0	33.0	33.0	33.0	22.0	36.0	1,000	1
08	Services-Profit	8	12	.9	40.7	32.5	22.7	36.4	26.6	38.1	3,255	4
	736 Business, Mgmt Consulting Services	2	6	.8	43.3	35.7	35.0	36.4	29.0	41.8	0	0
	739 Business Services, Other	2	2	.9	40.0	24.8	22.7	26.8	20.5	32.7	0	0
	810 Legal Services	4	4	1.0	37.0	31.6	30.0	32.9	25.9	35.3	3,255	4
09	Services-Nonprofit	3	8	.7	39.6	32.0	28.5	33.5	27.6	36.1	0	0
	800 Medical, Dental, Other Health Services	1	1	.6	37.0	28.5	28.5	28.5	23.0	34.5	0	0
	860 Nonprofit Membership Organizations	1	5	.6	40.0	33.5	33.5	33.5	30.0	37.0	0	0
	892 Agricultural Services	1	2	.8	40.0	30.0	30.0	30.0	23.8	34.7	0	0

(Continued)

Job Code: 23 Senior Systems Analyst/Programmer (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
10	Educational Services	3	5	.8	39.0	27.1	21.6	31.3	23.8	30.6	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	3	5	.8	39.0	27.1	21.6	31.3	23.8	30.6	0	0
11	Government	6	13	1.0	40.0	35.3	32.0	42.1	28.2	38.9	0	0
	920 State Government	1	3	.8	40.0	34.2	34.2	34.2	25.1	35.7	0	0
	930 Local Government	5	10	1.0	40.0	35.6	32.0	42.1	29.1	39.8	0	0
15	Other	1	1	DK	40.0	30.0	30.0	30.0	29.5	42.5	0	0
	999	1	1	DK	40.0	30.0	30.0	30.0	29.5	42.5	0	0

Job Code: 24

Systems Analyst/Programmer

Under general, direct or immediate supervision, formulates system scope and objectives through research and develops or modifies information processing systems. Prepares, or assists in preparing, detailed specifications from which programs will be written. Designs, codes, tests, debugs, maintains and documents programs. Competent to work in many phases of applications systems analysis and programming.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	37	162	.9	39.5	31.1	12.5	52.0	25.5	36.5	1,630	5
Northeastern States	10	32	.8	38.8	30.1	18.8	52.0	25.1	36.4	875	2
Southeastern States	6	47	.9	40.0	34.0	22.1	41.0	26.0	41.7	0	0
North Central States	11	43	.8	40.2	28.3	12.5	38.0	24.4	33.6	2,134	3
South Central States	4	15	1.0	40.0	37.4	26.5	47.1	30.8	40.0	0	0
Western States	6	25	.9	38.2	27.4	15.0	34.6	23.9	30.0	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 24 Systems Analyst/Programmer

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	11	25	.8	38.3	33.8	22.1	41.0	28.6	44.5	750	1
	200 Food & Kindred Products	2	15	.8	37.2	34.3	30.7	37.8	30.4	45.7	0	0
	270 Printing	1	1	1.0	40.0	22.1	22.1	22.1	20.3	25.3	0	0
	280 Chemicals & Allied Products	7	8	.9	40.0	35.7	31.8	41.0	27.3	46.7	0	0
	300 Rubber & Miscel. Plastic Products	1	1	.6	40.0	24.0	24.0	24.0	20.0	28.0	750	1
02	Manufacturing-Durable Goods	7	18	.9	39.8	38.7	26.7	47.1	31.1	54.0	0	0
	340 Fabricated Metal Products	1	1	1.0	37.0	32.4	32.4	32.4	24.0	36.0	0	0
	390 Miscellaneous	6	17	.9	40.0	39.1	26.7	47.1	31.5	55.1	0	0
04	Utilities	3	42	.9	40.0	35.2	28.9	37.3	28.3	42.1	0	0
	481 Telephone	1	30	.9	40.0	37.3	37.3	37.3	29.8	44.7	0	0
	491 Electric Companies & Systems	2	12	.9	40.0	30.1	28.9	31.3	24.4	35.6	0	0
05	Wholesale/Retail Trade	3	6	.9	40.0	31.0	23.3	37.6	25.5	36.0	1,800	1
	508 Machinery, Equipment & Supplies	1	2	1.0	40.0	37.6	37.6	37.6	29.8	44.1	0	0
	540 Food	2	4	.9	40.0	27.7	23.3	32.0	23.3	32.0	1,800	1
06	Finance	1	1	.9	50.0	38.0	38.0	38.0	32.0	45.0	0	0
	601 Federal Reserve Banks	1	1	.9	50.0	38.0	38.0	38.0	32.0	45.0	0	0
07	Insurance	1	1	1.0	37.0	27.0	27.0	27.0	19.0	30.0	1,000	1
	631 Life Insurance	1	1	1.0	37.0	27.0	27.0	27.0	19.0	30.0	1,000	1
08	Services-Profit	6	10	.8	40.7	27.4	12.5	37.0	24.9	32.3	2,301	2
	730 Business Services	1	1	.8	40.0	12.5	12.5	12.5	10.4	14.6	0	0
	736 Business & Mgmt. Consulting Services	2	5	.7	44.0	30.2	30.0	30.4	26.0	34.8	0	0
	739 Business Services, Other	1	1	.9	40.0	18.8	18.8	18.8	20.5	32.7	0	0
	810 Legal Services	2	3	.9	35.7	30.6	24.2	37.0	29.5	33.8	2,301	2

(Continued)

Job Code: 24 Systems Analyst/Programmer (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
09	Services-Nonprofit	3	8	.8	39.6	29.5	19.3	35.0	22.8	31.5	0	0
	800 Medical, Dental & Other Health Services	1	1	.4	37.0	19.3	19.3	19.3	16.4	24.6	0	0
	830 Museums, Art Galleries, Botanical & Zoological Gardens	1	4	.9	40.0	35.0	35.0	35.0	25.0	35.0	0	0
	860 Nonprofit Membership Organizations	1	3	.9	40.0	25.5	25.5	25.5	22.0	29.0	0	0
10	Educational Services	6	15	.9	37.3	26.1	15.0	52.0	22.9	29.8	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	5	14	.9	37.1	24.2	15.0	30.0	21.6	27.5	0	0
	829 Educational Services, Other	1	1	1.0	40.0	52.0	52.0	52.0	41.6	62.4	0	0
11	Government	10	32	1.0	40.0	29.1	22.2	34.6	24.3	31.4	0	0
	920 State Government	1	5	.8	40.0	30.4	30.4	30.4	25.1	31.9	0	0
	930 Local Government	9	27	1.0	40.0	28.8	22.2	34.6	24.2	31.3	0	0
15	Other	1	1	DK	40.0	27.0	27.0	27.0	26.5	37.8	0	0
	999	1	1	DK	40.0	27.0	27.0	27.0	26.5	37.8	0	0

Job Code: 26

Educator/Teacher

High school, adult education or community college instructor whose primary area of education is information processing. Is familiar with a variety of hardware and software products and is involved in teaching concepts as well as conducting hands-on training.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	26	170	.9	25.9	28.5	11.0	45.0	21.0	32.0	317	3
Northeastern States	8	90	.9	19.9	25.1	11.0	33.5	19.6	30.9	0	0
Southeastern States	3	11	1.0	36.3	25.8	15.0	34.5	21.9	29.8	0	0
North Central States	5	28	.9	36.1	29.8	15.0	42.0	23.2	34.4	0	0
South Central States	4	13	.8	36.3	28.6	19.5	32.9	26.7	40.7	500	1
Western States	6	28	.9	26.0	30.5	16.0	45.0	20.0	30.1	225	2
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 26 Educator/Teacher

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
08	Services-Profit	2	4	1.0	24.3	20.0	11.0	29.0	18.5	19.0	0	0
	735 Private Employment Agencies	2	4	1.0	24.3	20.0	11.0	29.0	18.5	19.0	0	0
10	Educational Services	32	151	.9	26.5	27.7	15.0	45.0	22.4	34.8	375	2
	821 Elementary & Secondary Schools	5	5	.9	35.0	30.9	15.0	36.0	22.3	42.0	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	21	134	.9	25.3	27.8	15.0	45.0	22.6	35.1	500	1
	824 Correspondence & Vocational Schools	5	9	1.0	35.8	27.1	18.0	36.6	20.8	30.2	250	1
	829 Educational Services, Other	1	3	1.0	37.0	21.5	21.5	21.5	19.5	21.5	0	0

Job Code: 30

Office Information Systems Manager

Responsible for all office information systems activities, such as word processing, facsimile, communications and personal computers. Responsible for administration of staffing requirements, user liaison, training programs and coordination of support with other departments. Has high degree of technical competence, projects hardware/software/personnel requirements and develops standards for applications. Advises subordinates on administrative policies, technical problems, priorities and methods. Reports to management on plans, projects and performance.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	73	74	.7	39.1	35.7	15.1	69.5	28.5	41.2	1,850	16
Northeastern States	26	26	.7	38.2	38.3	16.9	69.5	25.3	45.4	2,163	9
Southeastern States	8	8	.7	39.3	32.0	15.6	47.0	33.6	35.2	1,537	2
North Central States	16	17	.8	39.9	33.8	15.1	60.0	30.1	38.6	1,000	1
South Central States	12	12	.7	40.2	32.2	25.9	40.0	25.0	35.9	1,250	2
Western States	9	9	.8	38.9	39.4	26.3	60.0	33.9	45.8	1,750	2
Canada	2	2	.5	37.5	36.1	35.1	37.0	33.7	42.0	0	0

Job Code: 30 Office Information Systems Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	5	5	.8	39.4	44.3	16.9	69.5	37.0	52.2	0	0
	200 Food & Kindred Products	3	3	.8	37.3	54.8	40.0	69.5	43.8	61.8	0	0
	281 Pharmaceuticals-Ethical	1	1	.8	40.0	40.3	40.3	40.3	36.9	58.5	0	0
	290 Petroleum Refining/ Related Products	1	1	.8	45.0	16.9	16.9	16.9	16.9	16.9	0	0
02	Manufacturing-Durable Goods	2	2	.8	40.0	30.6	30.0	31.2	27.5	41.1	0	0
	340 Fabricated Metal Products	1	1	.8	40.0	31.2	31.2	31.2	24.8	37.1	0	0
	390 Miscellaneous	1	1	.8	40.0	30.0	30.0	30.0	30.2	45.1	0	0
04	Utilities	3	3	.8	40.0	49.3	40.8	60.0	39.0	57.7	0	0
	491 Electric Companies & Systems	3	3	.8	40.0	49.3	40.8	60.0	39.0	57.7	0	0
05	Wholesale/Retail Trade	1	1	.7	45.0	34.8	34.8	34.8	30.0	38.0	0	0
	560 Apparel & Accessories	1	1	.7	45.0	34.8	34.8	34.8	30.0	38.0	0	0
06	Finance	10	10	.9	41.9	39.1	22.0	60.0	31.2	44.5	1,000	1
	600 Banking	4	4	.7	39.3	29.4	24.0	34.8	22.2	34.2	1,000	1
	601 Federal Reserve Banks	2	2	.9	50.0	43.0	26.0	60.0	39.0	49.0	0	0
	602 Commercial & Stock Savings Banks	2	2	.6	40.0	56.4	55.0	57.8	36.8	63.5	0	0
	612 Savings & Loan Associations	1	1	1.0	42.0	22.0	22.0	22.0	19.3	31.0	0	0
	620 Security & Commodity Brokers, Dealers & Exchanges	1	1	DK	40.0	52.5	52.5	52.5	52.5	52.5	0	0
07	Insurance	4	4	.9	36.5	35.4	25.5	48.0	31.7	41.7	1,388	2
	631 Life Insurance	1	1	1.0	37.0	48.0	48.0	48.0	37.0	53.0	1,500	1
	632 Accident & Health Insurance	1	1	.9	37.0	36.0	36.0	36.0	36.0	48.8	0	0
	633 Fire, Marine & Casualty Insurance	1	1	.8	37.0	25.5	25.5	25.5	21.8	32.8	1,275	1
	640 Insurance Agents, Brokers & Services	1	1	.8	35.0	32.0	32.0	32.0	32.0	32.0	0	0

(Continued)

Job Code: 30 Office Information Systems Manager (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
08	Services-Profit	18	18	.8	38.2	31.3	15.1	40.0	29.9	34.4	1977	10
	730 Business Services	1	1	.8	40.0	15.1	15.1	15.1	13.0	18.0	0	0
	736 Business & Mgmt. Consulting Services	4	4	.7	38.0	31.5	24.6	40.0	36.0	37.3	1,250	2
	737 Data Processing Service Bureaus, Software Companies, Time-Sharing Companies	1	1	.8	40.0	35.0	35.0	35.0	28.0	35.0	0	0
	800 Medical, Dental & Other Health Services	1	1	1.0	40.0	35.0	35.0	35.0	33.0	38.0	0	0
	810 Legal Services	10	10	.8	37.5	33.7	22.1	47.5	30.4	36.3	2,385	7
	891 Engineering & Architectural Services	1	1	.6	40.0	15.6	15.6	15.6	15.6	15.6	575	1
09	Services-Nonprofit	3	3	.8	40.0	35.1	28.8	39.0	30.9	37.1	0	0
	830 Museums, Art Galleries, Botanical & Zoological Gardens	1	1	1.0	40.0	39.0	39.0	39.0	39.0	39.0	0	0
	860 Nonprofit Membership Organizations	1	1	.8	40.0	37.5	37.5	37.5	33.0	40.0	0	0
	899 Miscellaneous	1	1	.5	40.0	28.8	28.8	28.5	20.8	32.2	0	0
10	Educational Services	8	8	.8	39.0	30.5	23.4	39.5	24.8	32.3	1,000	1
	821 Elementary & Secondary Schools	1	1	.7	40.0	36.0	36.0	36.0	36.0	36.0	1,000	1
	822 Colleges, Universities, Professional Schools, Junior Colleges	6	6	.8	38.7	28.1	23.4	32.2	21.8	30.5	0	0
	829 Educational Services, Other	1	1	.8	40.0	39.5	39.5	39.5	31.2	39.5	0	0
11	Government	11	12	.7	38.8	40.2	30.8	55.0	32.2	43.6	500	1
	910 Federal Government	1	1	.8	40.0	37.0	37.0	37.0	37.0	37.0	0	0
	920 State Government	3	3	.8	36.3	41.7	35.3	53.7	30.5	41.7	500	1
	930 Local Government	7	8	.7	39.6	40.0	30.8	55.0	32.2	45.2	0	0
15	Other	5	5	.6	37.0	35.1	20.0	43.6	24.6	39.3	4,500	1
	999	5	5	.6	37.0	35.1	20.0	43.6	24.6	39.3	4,500	1

Job Code: 31

Office Information Systems Assistant Manager

Assists OIS manager in directing OIS activities. Assumes managerial responsibility in manager's absence. May have direct responsibility for administration or coordination of a few functions, such as PC support, word processing, telecommunications, etc.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	12	15	.7	38.2	29.6	16.2	42.1	24.1	32.4	300	1
Northeastern States	5	6	.6	36.4	25.4	16.2	35.2	19.0	27.5	300	1
Southeastern States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
North Central States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
South Central States	4	5	.7	39.4	27.2	25.0	31.2	24.6	29.6	0	0
Western States	3	4	.9	39.3	38.0	34.6	42.1	31.3	43.4	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 31 Office Information Systems Assistant Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	2	3	.8	35.0	32.1	29.0	35.2	23.1	38.1	300	1
	200 Food & Kindred Products	2	3	.8	35.0	32.1	29.0	35.2	23.1	38.1	300	1
05	Wholesale/Retail Trade	2	2	.8	40.0	27.5	27.0	28.0	24.0	29.0	0	0
	560 Apparel & Accessories	2	2	.8	40.0	27.5	27.0	28.0	24.0	29.0	0	0
07	Insurance	1	1	.8	37.0	39.0	39.0	39.0	28.0	44.8	0	0
	630 Insurance Carriers	1	1	.8	37.0	39.0	39.0	39.0	28.0	44.8	0	0
08	Services-Profit	2	2	.8	38.5	28.1	25.0	31.2	26.0	30.0	0	0
	800 Medical, Dental & Other Health Services	1	1	.8	40.0	25.0	25.0	25.0	22.5	26.0	0	0
	810 Legal Services	1	1	DK	37.0	31.2	31.2	31.2	29.5	34.0	0	0
09	Services-Nonprofit	1	1	.5	40.0	16.2	16.2	16.2	15.6	19.8	0	0
	800 Medical, Dental & Other Health Services	1	1	.5	40.0	16.2	16.2	16.2	15.6	19.8	0	0
10	Educational Services	1	1	DK	35.0	20.7	20.7	20.7	17.7	26.5	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	1	1	DK	35.0	20.7	20.7	20.7	17.7	26.5	0	0
11	Government	4	4	.8	39.3	34.7	25.8	42.1	29.1	38.6	0	0
	920 State Government	1	1	.3	37.0	25.8	25.8	25.8	19.4	25.8	0	0
	930 Local Government	3	3	1.0	40.0	37.7	34.6	42.1	32.3	42.9	0	0
15	Other	1	1	.3	40.0	25.0	25.0	25.0	23.0	30.0	0	0
	999	1	1	.3	40.0	25.0	25.0	25.0	23.0	30.0	0	0

Job Code: 32

Software Systems Manager

Responsible for all software systems analysis and programming activities. May include telecommunications and database management, and configuration and capacity planning, systems performance analysis and optimization. Projects software and hardware requirements in conjunction with other managers. Develops standards for all software applications. Directs the interfacing of software systems with hardware configurations and applications systems. Provides technical guidance to all members of the information processing staff. Assigns projects, reviews and evaluates work and prepares performance reports. Advises subordinates on procedures, technical problems, priorities and methods.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	11	13	.7	39.7	35.0	20.0	52.0	28.8	36.1	0	0
Northeastern States	5	6	.7	39.4	34.4	25.2	52.0	29.7	43.3	0	0
Southeastern States	1	1	.2	40.0	24.0	24.0	24.0	20.7	31.4	0	0
North Central States	1	1	.5	40.0	39.3	39.3	39.3	25.1	31.3	0	0
South Central States	1	1	.8	40.0	20.0	20.0	20.0	16.0	22.0	0	0
Western States	3	4	1.0	40.0	41.4	34.6	46.2	33.7	31.3	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 32 Software Systems Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
04	Utilities	2	2	1.0	40.0	40.0	44.6	42.9	46.2	35.2	0	0
	491 Electric Companies & Systems	2	2	1.0	40.0	40.0	44.6	42.9	46.2	35.2	0	0
06	Finance	4	5	.6	40.0	25.1	20.0	30.0	20.8	33.8	0	0
	600 Banking	3	4	.5	40.0	26.4	24.0	30.0	22.0	36.7	0	0
	601 Federal Reserve Banks	1	1	.8	40.0	20.0	20.0	20.0	16.0	22.0	0	0
08	Services-Profit	1	1	.5	45.0	52.0	52.0	52.0	52.0	65.0	0	0
	736 Business & Mgmt. Consulting Services	1	1	.5	45.0	52.0	52.0	52.0	52.0	65.0	0	0
10	Educational Services	2	2	.5	37.5	35.1	30.9	39.3	25.5	35.2	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	2	2	.5	37.5	35.1	30.9	39.3	25.5	35.2	0	0
11	Government	3	3	.9	39.0	36.9	34.0	42.1	29.9	38.8	0	0
	920 State Government	1	1	.9	37.0	34.0	34.0	34.0	25.0	34.0	0	0
	930 Local Government	2	2	DK	40.0	38.3	34.6	42.1	32.3	41.2	0	0

Job Code: 33

Technical Specialist

Provides technical guidance for the planning and monitoring of information processing operations. May advise on organizational, procedural and work flow plans and methods. Evaluates proposed and actual projects. Plans and recommends system modifications or additions to improve processing capacity. Prepares cost estimates for current and proposed projects. May evaluate vendor proposals for purchases of hardware. Manages recording and reporting of system malfunctioning and maintenance.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	22	42	.6	39.8	29.0	17.0	45.0	23.6	33.7	1,125	4
Northeastern States	7	16	.4	40.2	27.0	19.0	39.4	22.9	30.4	1,500	2
Southeastern States	1	1	.5	40.0	24.0	24.0	24.0	20.7	31.4	0	0
North Central States	7	12	.9	38.9	25.5	17.0	35.0	19.8	28.4	750	2
South Central States	1	2	.6	40.0	44.5	44.0	45.0	34.9	62.6	0	0
Western States	6	11	.6	40.0	32.9	23.5	42.1	26.9	39.2	0	0
Canada	0	0	.0	0.0	.0	.0	.0	.0	.0	0	0

Job Code: 33 Technical Specialist

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
02	Manufacturing-Durable Goods	4	7	.6	37.3	34.4	23.5	45.0	26.8	45.7	0	0
	368 Electronic Data Processing Equipt.	1	1	.8	40.0	23.5	23.5	23.5	21.7	34.5	0	0
	380 Professional, Scientific, Photographic & Optical Goods, Watches & Clocks	1	4	.6	35.0	32.0	32.0	32.0	24.0	40.0	0	0
	390 Miscellaneous	2	2	DK	40.0	44.5	44.0	45.0	34.9	62.6	0	0
04	Utilities	1	5	DK	40.0	30.0	30.0	30.0	25.0	40.0	0	0
	491 Electric Companies & Systems	1	5	DK	40.0	30.0	30.0	30.0	25.0	40.0	0	0
06	Finance	12	13	.5	39.5	26.0	17.0	41.8	23.8	35.4	750	2
	600 Banking	10	10	.5	39.4	22.9	17.0	41.8	20.7	33.5	750	2
	602 Commercial & Stock Savings Banks	1	1	.2	40.0	39.4	39.4	39.4	32.3	55.1	0	0
	620 Security & Commodity Brokers, Dealers & Exchanges	1	2	DK	40.0	35.0	35.0	35.0	35.0	35.0	0	0
07	Insurance	2	3	.9	37.3	24.3	23.0	27.0	21.0	27.3	1,000	1
	631 Life Insurance	1	2	1.0	37.0	23.0	23.0	23.0	19.0	27.0	1,000	1
	633 Fire, Marine & Casualty Insurance	1	1	.8	38.0	27.0	27.0	27.0	25.0	28.0	0	0
08	Services-Profit	5	5	.6	42.0	28.9	19.0	38.0	24.7	32.7	0	0
	736 Business & Mgmt. Consulting Services	1	1	1.0	40.0	30.4	30.4	30.4	24.0	38.5	0	0
	737 Data Processing Service Bureaus, Software Companies, Time-Sharing Companies	2	2	.2	45.0	21.0	19.0	23.0	21.0	21.0	0	0
	738 Accounting, Auditing & Bookkeeping Services	1	1	.6	40.0	34.0	34.0	34.0	26.0	36.0	0	0
	739 Business Services, Other	1	1	.8	40.0	38.0	38.0	38.0	31.4	47.0	0	0
11	Government	4	7	.4	40.0	32.4	26.0	42.1	26.3	35.2	0	0
	930 Local Government	4	7	.4	40.0	32.4	26.0	42.1	26.3	35.2	0	0
15	Other	1	1	.8	40.0	25.0	25.0	25.0	19.0	32.5	2,000	1
	999	1	1	.8	40.0	25.0	25.0	25.0	19.0	32.5	2,000	1

Job Code: 34

Office Systems Analyst

Advises and assists office information systems supervisors and managers regarding the planning, directing and monitoring of OIS operations and projects. Conducts studies, reviews operations and recommends appropriate staffing, procedures and systems modification.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	15	20	.7	39.3	27.7	20.0	42.1	23.9	33.0	0	0
Northeastern States	3	5	.6	38.8	26.5	21.0	36.0	22.8	33.7	0	0
Southeastern States	2	2	.8	38.5	27.6	20.7	34.4	27.1	32.0	0	0
North Central States	1	1	.8	40.0	30.0	30.0	30.0	21.9	35.0	0	0
South Central States	3	4	.7	40.0	22.4	20.0	26.7	20.0	25.5	0	0
Western States	6	8	.8	39.4	31.3	22.8	42.1	25.9	36.4	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 34 Office Systems Analyst

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	4	4	.8	40.0	26.0	20.0	34.4	23.9	28.4	0	0
	200 Food & Kindred Products	2	2	.8	40.0	24.8	22.8	26.7	21.6	25.6	0	0
	280 Chemicals & Allied Products	1	1	.8	40.0	34.4	34.4	34.4	34.4	34.4	0	0
	281 Pharmaceuticals-Ethical	1	1	.9	40.0	20.0	20.0	20.0	18.0	28.0	0	0
04	Utilities	2	2	.9	40.0	36.9	36.8	37.0	28.5	42.5	0	0
	481 Telephone	1	1	.9	40.0	37.0	37.0	37.0	29.0	45.0	0	0
	491 Electric Companies & Systems	1	1	DK	40.0	36.8	36.8	36.8	28.0	40.0	0	0
05	Wholesale/Retail Trade	2	2	.7	40.0	21.5	20.0	23.0	19.0	23.0	0	0
	560 Apparel & Accessories	2	2	.7	40.0	21.5	20.0	23.0	19.0	23.0	0	0
06	Finance	4	6	.5	40.0	30.7	27.5	36.0	24.3	40.4	0	0
	600 Banking	1	1	.8	40.0	28.0	28.0	28.0	20.5	33.9	0	0
	602 Commercial & Stock Savings Bank	3	5	.4	40.0	31.2	27.5	36.0	25.0	41.7	0	0
07	Insurance	1	1	.7	36.0	26.4	26.4	26.4	25.5	38.0	0	0
	631 Life Insurance	1	1	.7	36.0	26.4	26.4	26.4	25.5	38.0	0	0
09	Services-Nonprofit	1	1	DK	40.0	24.0	24.0	24.0	22.0	26.0	0	0
	800 Medical, Dental & Other Health Services	1	1	DK	40.0	24.0	24.0	24.0	22.0	26.0	0	0
11	Government	5	6	.8	38.5	27.2	20.7	42.1	23.9	31.7	0	0
	920 State Government	2	2	.9	37.0	22.5	21.0	23.9	19.4	26.2	0	0
	930 Local Government	3	4	.8	39.3	29.6	20.7	42.1	26.2	34.4	0	0

Job Code: 35

Documentation Supervisor

Assigns systems documentation work to personnel and supervises, reviews and evaluates their activities. May perform documentation tasks. Advises subordinates on procedures, technical problems, priorities and methods.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	10	14	.8	40.0	29.0	17.0	42.1	25.1	34.6	1,250	1
Northeastern States	4	7	.8	40.5	26.8	17.0	35.0	25.3	33.2	1,250	1
Southeastern States	1	1	.3	40.0	18.7	18.7	18.7	15.0	23.1	0	0
North Central States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
South Central States	2	2	.8	38.5	28.7	21.5	35.8	21.1	33.3	0	0
Western States	3	4	.8	40.0	34.0	26.0	42.1	29.1	40.7	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 35 Documentation Supervisor

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	1	1	.9	40.0	24.1	24.1	24.1	22.6	35.4	0	0
	281 Pharmaceuticals-Ethical	1	1	.9	40.0	24.1	24.1	24.1	22.6	35.4	0	0
02	Manufacturing-Durable Goods	1	1	1.0	40.0	35.0	35.0	35.0	28.5	45.6	0	0
	368 Electronic Data Processing Equipment	1	1	1.0	40.0	35.0	35.0	35.0	28.5	45.6	0	0
04	Utilities	1	1	.5	40.0	33.1	33.1	33.1	28.9	43.5	0	0
	493 Combination Gas & Electric Companies & Systems	1	1	.5	40.0	33.1	33.1	33.1	28.9	43.5	0	0
06	Finance	2	2	.6	38.5	20.1	18.7	21.5	15.2	22.6	0	0
	600 Banking	1	1	.3	40.0	18.7	18.7	18.7	15.1	23.1	0	0
	604 Trust Companies (No-Deposit Banking)	1	1	.8	37.0	21.5	21.5	21.5	15.2	22.0	0	0
07	Insurance	1	2	.7	37.0	17.0	17.0	17.0	16.5	24.3	0	0
	632 Accident & Health Insurance	1	2	.7	37.0	17.0	17.0	17.0	16.5	24.3	0	0
08	Services-Profit	2	4	.7	42.5	33.0	31.0	35.0	31.0	36.5	1,250	1
	736 Business & Mgmt. Consulting Services	2	4	.7	42.5	33.0	31.0	35.0	31.0	36.5	1,250	1
11	Government	2	2	DK	40.0	34.1	26.0	42.1	29.5	36.9	0	0
	930 Local Government	2	2	DK	40.0	34.1	26.0	42.1	29.5	36.9	0	0
15	Other	1	1	.8	40.0	35.8	35.8	35.8	27.0	44.6	0	0
	999	1	1	.8	40.0	35.8	35.8	35.8	27.0	44.6	0	0

Job Code: 41

Word Processing Manager

Responsible for the overall operation of a corporate word processing function, including guidance of supervisors, personnel administration, staff requirements, user liaison and evaluation, design and implementation of future word processing systems. Is also responsible for budgets, overall production reports and may coordinate services with other information systems functions.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	111	127	.9	39.3	30.2	17.0	62.2	25.2	35.1	2,000	27
Northeastern States	29	30	.9	38.1	32.0	17.1	48.0	26.3	36.4	547	3
Southeastern States	16	17	.8	39.8	24.0	17.0	30.0	20.0	30.6	2,062	5
North Central States	31	32	.9	38.9	27.6	16.0	47.9	24.7	34.8	2,268	11
South Central States	17	17	.9	40.5	34.8	21.6	62.2	31.1	38.4	2,000	1
Western States	18	27	.8	40.2	30.8	15.7	50.0	22.9	33.4	2,322	5
Canada	4	4	1.0	38.8	38.7	31.3	52.0	34.7	44.6	1,772	2

Job Code: 41 Word Processing Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	8	8	.8	40.3	34.8	27.1	50.0	29.7	42.3	2,743	1
	200 Food & Kindred Products	2	2	.8	38.0	35.8	29.9	41.6	31.6	39.7	0	0
	280 Chemicals & Allied Products	1	1	.8	40.0	30.0	30.0	30.0	26.0	48.0	0	0
	281 Pharmaceuticals-Ethical	3	3	.8	38.7	31.8	27.1	35.4	27.0	38.2	2,743	1
	290 Petroleum Refining & Related Products	1	1	.8	50.0	50.0	50.0	50.0	41.7	57.5	0	0
	390 Miscellaneous	1	1	1.0	40.0	31.3	31.3	31.3	25.8	38.7	0	0
02	Manufacturing-Durable Goods	3	3	.8	40.0	36.3	21.5	62.2	33.3	41.3	0	0
	340 Fabricated Metal Products	1	1	.9	40.0	25.0	25.0	25.0	18.5	35.0	0	0
	390 Miscellaneous	2	2	.8	40.0	41.9	21.5	62.2	40.7	44.4	0	0
04	Utilities	7	12	.9	39.6	34.8	20.8	46.0	29.1	42.0	0	0
	481 Telephone	3	8	1.0	40.0	32.8	20.8	39.8	27.1	40.3	0	0
	491 Electric Companies & Systems	1	1	1.0	40.0	35.8	35.8	35.8	35.8	35.8	0	0
	492 Gas Companies & Systems	1	1	.8	40.0	46.0	46.0	46.0	36.0	55.0	0	0
	493 Combination Gas & Electric Companies & Systems	1	1	.6	40.0	43.7	43.7	43.7	35.3	53.1	0	0
	494 Water Supply	1	1	.8	35.0	29.5	29.5	29.5	24.7	37.1	0	0
05	Wholesale/Retail Trade	3	3	1.0	45.0	31.7	30.9	32.4	30.2	34.8	4,000	1
	504 Groceries	1	1	.9	55.0	31.8	31.8	31.8	31.8	31.8	0	0
	530 General Merchandise	1	1	1.0	40.0	32.4	32.4	32.4	27.8	41.6	0	0
	540 Food	1	1	1.0	40.0	30.9	30.9	30.9	30.9	30.9	4,000	1
06	Finance	20	21	.8	39.8	27.1	17.1	46.0	22.2	33.0	2,470	2
	600 Banking	9	10	.7	39.8	24.7	17.1	36.0	21.9	32.5	940	1
	601 Federal Reserve Bank	2	2	1.0	38.5	24.5	22.3	26.7	17.1	27.1	0	0
	602 Commercial & Stock Savings Banks	4	4	.9	39.3	29.7	19.0	37.0	21.5	34.6	0	0
	612 Savings & Loan Associations	1	1	.8	40.0	20.8	20.8	20.8	17.7	23.9	0	0
	616 Loan Correspondents	1	1	1.0	40.0	29.9	29.9	29.9	24.2	38.7	0	0
	620 Security & Commodity Brokers, Dealers & Exchanges	2	2	1.0	45.0	28.8	26.3	31.2	19.5	33.7	4,000	1
	670 Holding & Other Investments	1	1	.3	33.0	46.0	46.0	46.0	46.0	46.0	0	0

(Continued)

Job Code: 41 Word Processing Manager (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
07	Insurance	18	18	.9	37.4	27.9	15.7	47.9	23.3	33.5	2,064	4
	630 Insurance Carriers	8	8	.8	37.9	27.4	15.7	47.9	22.8	32.2	2,085	3
	631 Life Insurance	4	4	.9	36.5	31.8	20.2	48.0	24.2	37.0	0	0
	632 Accident & Health Insurance	2	2	.9	38.0	30.1	28.2	31.9	24.3	36.5	0	0
	636 Title Insurance	1	1	.9	37.0	17.0	17.0	17.0	16.0	18.0	0	0
	640 Insurance Agents, Brokers & Services	3	3	1.0	36.7	26.3	24.9	28.8	25.0	35.5	2,000	1
08	Services-Profit	25	26	.9	38.5	32.0	16.0	43.0	28.3	34.8	1,973	12
	720 Personal Services	1	1	.8	37.0	31.0	31.0	31.0	25.0	35.0	2,000	1
	731 Advertising Agencies & Services	2	2	.8	42.5	30.3	22.0	38.5	28.3	29.3	2,000	1
	733 Duplication, Mailing List & Stenographic Services	1	1	.9	40.0	21.6	21.6	21.6	21.6	21.6	0	0
	736 Business & Management Consulting Services	1	1	1.0	37.0	40.0	40.0	40.0	40.0	40.0	500	1
	737 Data Processing Service Bureaus, Software Companies, Time-Sharing Companies	1	1	1.0	40.0	22.8	22.8	22.8	22.8	22.8	200	1
	738 Accounting, Auditing & Bookkeeping Services	2	2	.9	37.0	32.9	32.1	33.7	29.0	35.5	0	0
	739 Business Services, Other	1	1	.8	40.0	25.5	25.5	25.5	22.3	33.4	0	0
	792 Publishing-Books & Periodicals	1	1	.8	37.0	32.0	32.0	32.0	23.4	35.2	0	0
	800 Medical, Dental & Other Health Services	2	2	1.0	40.0	23.0	16.0	30.0	19.0	26.6	0	0
	810 Legal Services	9	10	.9	37.1	36.7	28.6	43.0	32.4	39.3	2,454	7
	891 Engineering & Architectural Services	3	3	.9	40.0	31.2	27.2	36.0	27.4	36.0	1,800	1
	899 Miscellaneous	1	1	.8	40.0	26.0	26.0	26.0	23.0	32.0	0	0

(Continued)

Job Code: 41 Word Processing Manager (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
09	Services-Nonprofit	10	10	.8	39.9	30.2	17.2	47.7	25.2	32.3	3,900	1
	860 Medical, Dental & Other Health Services	6	6	.8	41.2	28.5	17.2	47.7	22.6	31.0	0	0
	860 Nonprofit Membership Organizations	2	2	1.0	38.5	28.4	25.2	31.6	22.0	30.0	3,900	1
	892 Educational & Scientific Research Agencies	1	1	.7	40.0	38.1	38.1	38.1	38.1	38.1	0	0
	899 Miscellaneous	1	1	.8	35.0	36.0	36.0	36.0	34.0	39.0	0	0
10	Educational Services	7	7	.8	39.6	28.6	24.2	40.5	23.4	33.2	976	2
	822 Colleges, Universities, Professional Schools, Junior Colleges	7	7	.8	39.6	28.6	24.2	40.5	23.4	33.2	976	2
11	Government	9	9	.8	39.3	29.7	18.1	38.6	24.3	31.7	760	2
	910 Federal Government	2	2	.8	38.5	38.1	37.6	38.6	31.7	40.8	800	1
	920 State Government	3	3	.8	39.0	26.9	18.1	35.6	20.0	26.2	0	0
	930 Local Government	4	4	.8	40.0	27.7	21.8	35.1	23.8	31.3	720	1
13	Oil and Gas	3	3	1.0	40.7	43.9	27.1	52.5	41.7	49.3	0	0
	120 Drilling and/or Exploration	3	3	1.0	40.7	43.9	27.1	52.5	41.7	49.3	0	0
15	Other	4	4	.9	39.3	27.9	21.0	37.7	23.4	33.8	350	1
	999	4	4	.9	39.3	27.9	21.0	37.7	23.4	33.8	350	1

Job Code: 42

Word Processing Supervisor

Responsible for the operation of a word processing group or subgroup. Schedules and coordinates work flow, assists word processing personnel in document production and in establishing and maintaining quality standards. Analyzes production data and procedures, identifies potential improvements and may be partially responsible for budgets and equipment recommendation.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	160	223	.9	38.8	25.5	10.0	46.5	20.7	29.4	1,180	31
Northeastern States	43	59	.9	38.0	24.2	10.0	44.9	19.6	28.5	726	9
Southeastern States	20	26	.8	40.2	22.7	13.1	37.0	16.4	25.5	933	5
North Central States	24	34	.9	38.9	27.7	15.5	46.5	22.2	32.0	1,147	6
South Central States	40	45	.8	39.9	25.1	16.6	34.7	21.2	30.3	1,182	3
Western States	34	44	.9	38.5	26.8	17.8	34.7	20.9	28.7	1,980	6
Canada	9	15	.9	37.0	29.8	26.5	37.0	27.0	33.9	1,504	2

Job Code: 42 Word Processing Supervisor

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	8	8	.7	39.8	30.2	26.5	37.0	28.5	30.0	1,754	2
	280 Chemicals & Allied Products	1	1	.8	40.0	37.0	37.0	37.0	28.9	41.3	0	0
	281 Pharmaceuticals-Ethical	4	4	.7	39.0	29.5	26.5	32.5	29.5	29.5	1,754	2
	290 Petroleum Refining & Related Products	3	3	.7	40.7	28.9	28.0	29.7	26.9	26.9	0	0
02	Manufacturing-Durable Goods	7	10	.8	39.7	23.7	15.5	34.7	22.6	33.7	0	0
	340 Fabricated Metal Products	1	1	1.0	37.0	17.2	17.2	17.2	16.0	24.0	0	0
	380 Professional, Scientific, Photographic & Optical Goods, Watches & Clocks	2	2	.5	40.0	25.4	22.3	28.6	18.7	28.6	0	0
	390 Miscellaneous	4	7	.9	40.0	24.2	15.6	34.7	24.6	36.6	0	0
03	Transportation	1	1	.9	40.0	37.0	37.0	37.0	29.1	43.7	0	0
	460 Pipeline Transportation	1	1	.9	40.0	37.0	37.0	37.0	29.1	43.7	0	0
04	Utilities	15	16	.9	40.0	31.2	24.5	46.5	25.7	37.6	0	0
	481 Telephone	5	6	.8	40.0	28.5	24.5	32.4	24.0	36.4	0	0
	491 Electric Companies & Systems	4	4	1.0	40.0	26.8	25.2	29.3	23.2	31.4	0	0
	492 Gas Companies & Systems	3	3	.8	40.0	37.9	32.7	46.5	26.8	44.5	0	0
	493 Combination Gas & Electric Companies & Systems	3	3	.8	40.0	35.8	31.6	41.5	31.2	41.2	0	0
05	Wholesale/Retail Trade	2	2	.9	40.0	22.3	16.6	28.0	18.3	22.3	0	0
	504 Groceries	1	1	.9	40.0	16.6	16.6	16.6	16.6	16.6	0	0
	560 Apparel & Accessories	1	1	.8	40.0	28.0	28.0	28.0	20.0	28.0	0	0

(Continued)

Job Code: 42 Word Processing Supervisor (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
06	Finance	34	40	.9	39.6	20.6	13.5	32.3	18.0	27.1	400	1
	600 Banking	10	14	.8	40.0	21.9	18.0	32.3	18.3	28.8	0	0
	601 Federal Reserve Banks	2	2	.9	38.5	18.1	18.0	18.2	14.7	20.9	0	0
	602 Commercial & Stock Savings Banks	12	13	.9	40.0	18.1	16.0	27.0	16.4	26.1	0	0
	604 Trust Companies (No-Deposit Banking)	1	1	.8	40.0	28.9	28.9	28.9	25.8	38.6	0	0
	612 Savings & Loans Associations	3	3	.8	40.3	18.3	13.5	26.0	15.1	22.4	0	0
	616 Loan Correspondents & Brokers	1	2	1.0	40.0	23.5	23.5	23.5	18.4	28.5	0	0
	620 Security & Commodity Brokers, Dealers & Exchanges	4	4	.9	38.5	21.2	14.0	32.2	20.7	26.3	400	1
	670 Holding & Other Investment Companies	1	1	.5	33.0	30.0	30.0	30.0	30.0	30.0	0	0
07	Insurance	23	26	.9	37.9	28.4	17.9	43.5	22.2	31.9	667	3
	630 Insurance Carriers	9	9	.9	38.3	30.5	20.0	43.3	24.2	34.4	500	1
	631 Life Insurance	5	7	.9	36.6	31.8	24.2	43.5	22.1	34.7	500	1
	632 Accident & Health Insurance	5	6	.9	38.5	24.4	17.9	32.9	20.8	28.3	0	0
	633 Fire, Marine & Casualty Insurance	1	1	.9	38.0	24.8	24.8	24.8	18.0	27.0	0	0
	640 Insurance Agents, Brokers & Services	3	3	1.0	38.7	23.7	23.4	24.0	20.3	26.8	1,000	1
08	Services-Profits	40	42	.9	38.9	27.9	10.0	44.9	23.7	30.0	1,301	18
	731 Advertising Agencies & Services	1	1	.8	35.0	21.0	21.0	21.0	18.0	25.0	400	1
	733 Duplication, Mailing List & Stenographic Services	1	1	.8	40.0	18.0	18.0	18.0	18.0	18.0	0	0
	736 Business & M,mt. Consulting Services	5	5	.9	40.0	30.5	22.5	44.9	26.3	32.7	775	2
	738 Accounting, Auditing & Bookkeeping Services	3	3	.8	38.0	28.1	26.4	30.0	23.3	31.3	0	0
	739 Business Services, Other	1	1	1.0	40.0	19.8	19.8	19.8	17.8	28.4	0	0
	800 Medical, Dental & Other Health Services	3	3	1.0	40.0	26.7	22.5	34.7	21.5	28.9	5,300	1
	810 Legal Services	20	22	.9	35.0	28.0	10.0	34.1	24.0	29.8	1,259	12
	891 Engineering & Architectural Services	6	6	.9	40.0	22.3	18.1	24.5	17.8	21.9	577	1
	899 Miscellaneous	2	2	1.0	37.5	23.5	22.6	24.4	19.4	28.0	500	1

(Continued)

Job Code: 42 Word Processing Supervisor (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
09	Services-Nonprofit	10	10	.9	38.9	23.6	18.8	32.9	19.5	27.1	1,950	1
	800 Medical, Dental & Other Health Services	5	5	.9	38.8	25.4	20.5	32.9	19.4	28.2	0	0
	860 Nonprofit Membership Organizations	1	1	1.0	40.0	18.8	18.8	18.8	18.0	25.0	1,950	1
	895 Religious Organizations	1	1	.9	40.0	24.0	24.0	24.0	19.5	26.0	0	0
	899 Miscellaneous	3	3	.9	38.3	22.0	21.0	23.0	20.2	26.3	0	0
10	Educational Services	15	15	.9	38.6	22.2	13.1	32.8	17.6	28.0	416	1
	821 Elementary & Secondary Schools	4	4	.9	40.0	25.2	18.4	32.8	16.2	39.6	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	10	10	.9	37.9	20.0	13.1	25.5	17.0	22.7	416	1
	829 Educational Services, Other	1	1	.9	40.0	32.4	32.4	32.4	28.5	35.0	0	0
11	Government	24	33	.9	38.2	23.0	17.8	33.0	20.6	25.9	600	2
	910 Federal Government	4	8	.9	38.1	23.1	18.0	27.9	21.5	23.2	800	1
	920 State Government	10	10	.9	36.2	21.0	17.8	31.4	16.9	22.0	400	1
	930 Local Government	10	15	.8	39.5	24.3	22.8	33.0	22.6	29.9	0	0
13	Oil & Gas	1	3	1.0	42.0	34.5	34.5	34.5	34.4	51.5	0	0
	120 Drilling and/or Exploration	1	3	1.0	42.0	34.5	34.5	34.5	34.4	51.5	0	0
15	Other	5	9	.9	40.0	24.7	20.0	29.5	19.6	31.4	386	1
	999	5	9	.9	40.0	24.7	20.0	29.5	19.6	31.4	386	1

Job Code: 43

Senior Word Processing Specialist

May act as assistant supervisor. Familiar with all the information processing equipment within the installation. Responsibilities include coordinating and assigning work, analyzing requirements for specific projects, communicating with users, compiling production statistics and recommending changes in center procedures. May also assist in training personnel.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	164	347	.9	38.0	20.9	10.0	37.0	17.0	24.6	892	34
Northeastern States	41	89	.9	36.5	21.1	10.0	33.0	17.6	24.3	871	6
Southeastern States	18	35	.8	39.9	19.3	13.5	28.8	15.4	21.7	919	7
North Central States	40	115	.8	37.5	20.4	12.0	37.0	15.6	24.2	837	14
South Central States	30	43	.9	39.4	20.8	13.7	30.0	17.8	24.8	0	0
Western States	28	55	.9	39.2	22.4	14.6	34.4	18.2	25.0	855	5
Canada	5	10	.9	38.0	24.7	23.3	27.0	23.0	29.1	1,332	2

Job Code: 43 Senior Word Processing Specialist

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	18	22	.8	39.8	24.5	19.0	34.4	20.6	27.2	1,387	2
200	Food & Kindred Products	4	4	.9	39.0	26.4	22.8	34.4	23.8	26.4	0	0
280	Chemicals & Allied Products	5	8	.8	40.0	27.3	24.6	28.8	20.0	29.0	0	0
281	Pharmaceuticals-Ethical	6	6	.6	39.0	20.1	19.0	23.3	18.8	24.3	1,387	2
290	Petroleum Refining & Related Products	2	2	.7	42.5	23.7	20.4	27.0	21.8	28.6	0	0
390	Miscellaneous	1	2	1.0	40.0	23.9	23.9	23.9	20.9	28.9	0	0
02	Manufacturing-Durable Goods	5	9	.8	40.0	23.9	17.7	20.0	18.1	26.1	0	0
340	Fabricated Metal Products	2	2	.8	40.0	20.0	20.0	20.0	18.4	27.3	0	0
380	Professional, Scientific, Photographic & Optical Goods; Watches & Clocks	1	1	.8	40.0	17.7	17.7	17.7	16.5	25.0	0	0
390	Miscellaneous	2	6	.8	40.0	19.5	18.9	20.0	18.2	25.9	0	0
04	Utilities	12	14	.9	40.7	24.4	18.0	24.3	20.8	29.8	0	0
481	Telephone	3	4	.9	42.5	21.0	19.0	23.0	18.2	26.4	0	0
491	Electric Companies & Systems	3	4	1.0	40.0	23.2	22.9	23.6	19.5	29.2	0	0
492	Gas Companies & Systems	3	3	.8	40.0	33.3	30.0	37.0	26.7	34.6	0	0
493	Combination Gas & Electric Companies & Systems	3	3	.8	40.0	21.7	18.0	24.3	20.1	30.3	0	0
05	Wholesale/Retail Trade	3	4	.9	40.0	21.8	18.9	23.5	16.8	22.3	0	0
530	General Merchandise	1	2	.9	40.0	23.5	23.5	23.5	18.1	24.5	0	0
540	Food	1	1	.9	40.0	18.9	18.9	18.9	13.0	20.0	0	0
560	Apparel & Accessories	1	1	.7	40.0	21.3	21.3	21.3	18.0	20.0	0	0

(Continued)

Job Code 43 Senior Word Processing Specialist (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
06	Finance	36	46	.8	39.3	17.3	13.7	26.0	14.7	21.4	250	3
	600 Banking	21	22	.7	39.8	17.1	13.7	22.9	14.9	22.2	699	2
	602 Commercial & Stock Savings Banks	10	17	.8	39.6	17.1	14.5	23.0	13.7	21.2	0	0
	604 Trust Companies (No-Deposit Banking)	1	1	.8	37.0	19.6	19.6	19.6	15.2	22.0	0	0
	610 Credit agencies Other Than Banks	1	1	.9	40.0	18.4	18.4	18.4	14.4	18.4	50	1
	620 Security & Commodity Brokers, Dealers & Exchanges	2	4	.8	37.0	15.9	14.8	17.0	14.8	17.0	0	0
	670 Holding & Other Investment Companies	1	1	.8	33.0	26.0	26.0	26.0	26.4	26.4	0	0
07	Inzurance	33	39	.8	37.7	19.9	13.8	29.2	15.8	23.2	750	6
	630 Insurance Carriers	14	14	.8	37.9	20.9	14.5	29.2	16.4	24.7	930	3
	631 Life Insurance	6	9	.9	36.8	21.0	16.1	28.0	15.8	23.8	455	2
	632 Accident & Health Insruance	8	11	.8	38.3	17.0	13.8	20.0	15.0	21.0	0	0
	633 Fire, Marine & Casualty Insurance	1	1	1.0	38.0	16.6	16.6	16.6	15.0	20.0	0	0
	640 Insurance Agents, Brokers & Services	4	4	.9	37.5	22.4	19.5	24.8	16.0	23.9	800	1
08	Services-Profit	50	82	.9	36.0	24.6	2.6	33.0	20.0	26.7	862	13
	731 Advertising Agencies & Services	1	1	.8	35.0	27.0	27.0	27.0	27.0	27.0	0	0
	735 Private Employment Agencies	1	20	1.0	35.0	33.0	33.0	33.0	25.5	32.8	0	0
	736 Business & Management Consulting Services	7	9	.8	38.2	22.8	16.2	32.0	18.9	23.9	225	2
	737 Data Processing Service Bureaus, Software Companies, Time-sharing Companies	2	2	.9	26.0	13.3	2.6	24.0	13.3	15.3	0	0
	738 Accounting, Auditing & Bookkeeping Services	3	3	.9	37.0	20.9	17.2	27.0	17.0	19.9	0	0
	739 Business Services, Other	3	4	.8	40.0	24.9	19.8	30.0	20.7	29.5	1,350	2
	792 Publishing-Books & Periodicals	1	1	.8	37.0	21.2	21.2	21.2	16.5	23.8	0	0
	800 Medical, Dental & Other Health Services	4	6	.9	40.0	20.3	13.4	28.9	17.0	23.3	0	0
	810 Legal Services	16	23	.9	34.3	23.0	10.0	27.0	19.1	26.8	969	8
	891 Engineering & Architectural Services	11	12	1.0	36.7	20.2	14.6	26.2	16.5	23.2	500	1
	899 Miscellaneous	1	1	1.0	40.0	20.0	20.0	20.0	15.0	21.0	0	0

(Continued)

Job Code: 43 Senior Word Processing Specialist (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
09	Services-Nonprofit	8	13	.9	39.3	19.2	13.0	23.5	15.7	21.4	1,950	1
	800 Medical, Dental & Other Health Services	4	5	.8	38.8	20.8	18.0	23.5	16.6	23.4	0	0
	860 Nonprofit Membership Organizations	1	4	1.0	40.0	17.0	17.0	17.0	15.0	19.5	1,950	1
	892 Educational & Scientific Research Agencies	1	2	.8	40.0	22.5	22.5	22.5	15.5	23.2	0	0
	899 Miscellaneous	2	2	1.0	38.5	16.0	13.0	19.0	14.9	18.2	0	0
10	Educational Services	11	14	.9	36.7	19.7	12.0	24.3	15.7	21.1	0	0
	821 Elementary & Secondary Schools	4	4	1.0	35.0	20.4	12.0	24.3	13.3	21.2	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	5	8	.9	36.8	18.9	14.5	27.0	16.2	20.5	0	0
	829 Educational Services, Other	2	2	.8	40.0	21.5	21.5	21.5	18.5	23.0	0	0
11	Government	14	62	.9	39.4	22.9	19.0	26.6	18.7	24.7	785	4
	910 Federal Government	3	3	.9	40.0	25.0	22.0	26.6	16.4	26.6	1,160	2
	920 State Government	4	10	1.0	36.1	21.7	19.0	23.7	13.0	20.8	350	1
	930 Local Government	4	49	.9	40.0	23.0	18.3	26.0	20.0	25.4	468	1
12	Construction & Mining	1	1	.8	40.0	16.6	16.6	16.6	12.8	18.7	0	0
	100 Construction	1	1	.8	40.0	16.6	16.6	16.6	12.8	18.7	0	0
13	Oil & Gas	2	6	.8	41.7	28.0	26.0	30.0	27.2	32.3	0	0
	120 Drilling and/or Exploration	2	6	.8	41.7	28.0	26.0	30.0	27.2	32.3	0	0
15	Other	7	7	.9	40.0	21.8	17.7	26.1	18.9	28.3	0	0
	999	7	7	.9	40.0	21.8	17.7	26.1	18.9	28.3	0	0

Job Code: 44

Word Processing Specialist

Can format, produce and revise complicated documents, such as lengthy technical and statistical reports from complex source information. Competent in electronic file management. Exercises independent action when interpreting instructions to produce a quality document, understands proofreader marks and assumes full responsibility for document accuracy and completeness. Has a thorough knowledge of center procedures and maintenance of records.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	196	907	.9	37.6	19.2	6.8	29.9	16.0	22.3	804	63
Northeastern States	47	221	.9	36.7	19.2	11.0	29.9	17.0	23.0	537	8
Southeastern States	23	65	.9	39.4	17.2	12.2	25.6	14.4	20.1	518	10
North Central States	48	308	.8	37.0	19.2	6.8	29.5	15.0	21.9	528	23
South Central States	35	149	.9	38.2	20.5	10.5	29.1	15.9	22.3	2,136	7
Western States	35	126	.9	37.8	18.3	10.4	29.4	16.7	22.0	778	10
Canada	8	38	.8	41.6	22.7	20.4	26.8	19.9	26.3	1,255	5

Job Code 44 Word Processing Specialist

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	33	53	.9	39.2	21.3	16.0	29.4	17.4	24.9	1,274	5
	200 Food & Kindred Products	4	4	1.0	36.0	27.6	25.9	29.4	21.6	31.3	0	0
	280 Chemicals & Allied Products	14	30	.9	40.0	20.5	16.4	22.7	16.0	23.3	0	0
	281 Pharmaceuticals-Ethical	9	10	1.0	38.2	20.3	16.0	22.6	18.4	26.2	1,274	5
	282 Cosmetics & Toilet Preparations	1	3	DK	37.0	22.7	18.5	26.8	18.5	26.8	0	0
	290 Petroleum Refining & Related Products	3	4	.8	40.0	22.6	18.2	25.7	19.6	25.3	0	0
	390 Miscellaneous	2	2	1.0	40.0	21.0	20.5	21.4	20.1	26.8	0	0
02	Manufacturing-Durable Goods	6	20	.8	38.8	17.6	16.2	25.0	16.0	24.0	1,000	1
	340 Fabricated Metal Products	2	4	.8	40.0	19.6	19.5	19.6	16.8	24.8	0	0
	368 Electronic Data Processing Equipment	1	1	.9	40.0	25.0	25.0	25.0	25.0	25.0	1,000	1
	380 Professional, Scientific, Photographic & Opticals Goods; Watches & Clocks	1	5	.4	35.0	17.0	17.0	17.0	14.0	24.0	0	0
	390 Miscellaneous	2	10	1.0	40.0	16.4	16.2	16.5	15.8	23.5	0	0
03	Transportation	5	6	.6	37.0	23.9	21.3	26.8	18.9	28.4	0	0
	460 Pipeline Transportation	5	6	.6	37.0	23.9	21.3	26.8	18.9	28.4	0	0
04	Utilities	22	39	.9	40.0	21.3	15.9	29.5	18.2	25.1	0	0
	481 Telephone	4	4	.9	40.0	18.8	18.1	19.1	16.5	24.7	0	0
	491 Electric Companies & Systems	7	11	.8	39.5	20.8	19.5	22.9	17.3	24.6	0	0
	492 Gas Companies & Systems	7	8	.8	41.3	25.7	21.9	29.5	19.1	27.5	0	0
	493 Combination Gas & Electric Companies & Systems	3	15	.9	40.0	20.1	15.9	27.2	18.9	24.5	0	0
	494 Water Supply	1	1	.9	35.0	20.3	20.3	20.3	16.1	23.9	0	0
05	Wholesale/Retail Trade	5	13	.9	40.0	23.5	11.3	29.1	23.5	34.3	0	0
	508 Machinery, Equipment & Supplies	1	4	1.0	40.0	29.1	29.1	29.1	25.5	39.2	0	0
	540 Food	3	8	.8	40.0	22.2	19.8	26.0	15.8	24.7	0	0
	560 Apparel & Accessories	1	1	.8	40.0	11.3	11.3	11.3	9.7	11.5	0	0

(Continued)

Job Code 44 Word Processing Specialist (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
06	Finance	64	87	.8	38.8	14.8	6.8	21.2	13.1	20.0	150	2
	600 Banking	37	42	.8	38.2	14.3	6.8	21.2	13.1	20.8	100	1
	601 Federal Reserve Banks	7	7	.9	38.3	17.0	15.2	19.5	14.1	20.4	0	0
	602 Commercial & Stock Savings Banks	9	21	.9	39.7	14.1	11.0	17.2	12.2	17.9	0	0
	604 Trust Companies (No-Deposit Banking)	2	3	.9	37.0	14.3	12.4	16.1	12.8	17.8	0	0
	612 Savings & Loan Associations	3	3	.9	40.0	13.7	13.0	14.6	12.4	18.6	0	0
	616 Loan Correspondents & Brokers	1	2	1.0	40.0	20.9	20.9	20.9	17.0	26.4	0	0
	620 Security & Commodity Brokers, Dealers & Exchanges	5	9	.8	39.7	16.0	13.4	18.0	13.7	20.3	200	1
07	Insurance	78	121	.8	37.2	18.2	7.1	25.0	14.7	21.6	1,121	17
	630 Insurance Carriers	41	46	.7	37.9	19.1	13.0	23.4	15.4	22.9	694	8
	631 Life Insurance	17	40	.9	36.2	17.2	7.1	25.0	13.9	20.1	1,625	8
	632 Accident & Health Insurance	10	24	.8	38.0	17.9	15.5	23.2	14.5	21.8	0	0
	633 Fire, Marine & Casualty Insurance	1	1	1.0	38.0	14.2	14.2	14.2	12.0	19.0	0	0
	640 Insurance Agents, Brokers & Services	9	10	.9	36.0	18.9	17.2	21.2	15.2	21.1	500	1
08	Services-Profit	95	266	.9	35.5	21.0	2.5	29.9	17.0	23.4	513	24
	730 Business Services	1	1	1.0	40.0	DK	DK	DK	DK	DK	0	0
	731 Advertising Agencies & Services	2	4	.6	37.5	21.0	17.0	25.0	20.5	24.5	750	1
	733 Duplications, Mailing List & Stenographic Services	1	1	.9	40.0	15.0	15.0	15.0	14.0	17.0	0	0
	735 Private Employment Agencies	1	50	1.0	35.0	27.3	27.3	27.3	18.2	27.3	0	0
	736 Business & Mgmt. Consulting Services	22	70	.8	33.2	22.2	10.4	29.9	18.0	24.4	367	3
	737 Data Processing Service Bureaus, Software Companies, Time-Sharing Companies	3	3	.9	30.7	12.1	2.5	19.8	10.4	12.4	0	0
	738 Accounting, Auditing & Bookkeeping Services	4	5	.9	38.8	17.5	13.5	22.9	16.0	19.8	300	1
	739 Business Services, Other	4	4	.9	40.0	18.0	15.0	22.5	14.4	22.8	2,000	1
	760 Miscellaneous Repair Services	1	1	.8	40.0	16.6	16.6	16.6	13.0	17.0	0	0
	792 Publishing-Books & Periodicals	1	1	.8	37.0	17.8	17.8	17.8	15.0	21.3	0	0

(Continued)

Job Code 44 Word Processing Specialist (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
08	Services-Profit (Continued)											
	800 Medical, Dental & Other Health Services	4	16	.8	40.0	12.6	11.6	14.3	11.6	17.5	0	0
	810 Legal Services	23	66	.9	35.8	19.9	13.6	27.5	18.0	22.8	493	15
	891 Engineering & Architectural Services	27	43	.9	37.5	18.6	13.5	25.0	15.3	22.5	258	3
	899 Miscellaneous	1	1	.8	40.0	21.0	21.0	21.0	15.0	21.0	0	0
09	Services-Nonprofit	26	55	.9	34.7	17.1	12.5	25.5	14.7	20.3	1,950	1
	800 Medical, Dental & Other Health Services	14	30	.8	33.3	17.6	12.5	20.6	15.2	21.1	0	0
	860 Nonprofit Membership Organizations	5	8	.9	38.5	18.9	13.5	25.5	15.8	21.6	1,950	1
	892 Educational & Scientific Research Agencies	1	2	1.0	40.0	18.2	18.2	18.2	15.0	22.5	0	0
	895 Religious Organizations	2	11	.9	32.7	14.2	13.8	14.5	12.5	16.6	0	0
	899 Miscellaneous	4	4	1.0	40.0	17.2	16.1	18.0	15.0	21.0	0	0
10	Educational Services	35	49	.9	37.6	17.6	8.0	26.4	15.3	20.6	650	1
	821 Elementary & Secondary Schools	12	14	.9	38.5	20.0	10.3	23.9	16.8	22.8	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	19	29	.9	37.1	16.3	8.0	26.4	14.7	20.1	650	1
	829 Educational Services, Other	4	6	.9	38.3	18.6	17.1	21.5	14.4	17.6	0	0
11	Government	34	79	.8	38.4	20.2	15.1	26.0	17.6	23.4	489	6
	910 Federal Government	11	18	.8	38.3	19.8	16.9	25.6	18.2	24.2	920	2
	920 State Government	12	22	.9	38.3	19.2	16.0	24.3	15.9	20.1	300	3
	930 Local Government	11	39	.8	38.6	20.9	15.1	26.0	18.3	24.9	192	1
13	Oil and Gas	2	7	.9	41.7	23.5	23.0	24.0	22.2	26.6	0	0
	120 Drilling and/or Exploration	2	7	.9	41.7	23.5	23.0	24.0	22.2	26.6	0	0
15	Other	10	32	.9	39.2	18.2	16.8	23.7	19.5	22.2	225	2
	999	10	32	.9	39.2	18.2	16.8	23.7	19.5	22.2	225	2

Job Code: 45

Word Processing Operator

Typically has six to 24 months word processing experience. In addition to having all the qualifications and functions of a word processing trainee, a word processing operator handles special documents, meets established quality standards, uses all of a system's text-editing functions and is familiar with department terminology and company practices.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	182	1,000	.9	36.9	17.0	3.9	32.4	14.3	20.2	904	76
Northeastern States	51	301	.9	36.9	16.1	3.9	26.0	13.8	19.6	714	11
Southeastern States	24	97	.9	38.5	14.7	5.1	24.6	12.8	18.3	557	8
North Central States	42	314	.9	36.3	16.7	4.3	25.5	14.2	20.8	1,082	38
South Central States	26	119	.9	37.3	15.6	5.4	22.0	14.0	20.1	100	1
Western States	32	121	.9	36.8	20.3	4.8	32.4	15.1	19.9	848	14
Canada	7	48	.9	36.7	21.6	19.0	24.0	20.4	24.7	821	4

Job Code 45 Word Processing Operator

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	31	59	.9	39.5	18.6	14.0	22.5	16.8	23.4	801	4
	200 Food & Kindred Goods	4	10	.9	40.0	19.0	16.5	20.4	15.7	22.3	0	0
	280 Chemicals & Allied Products	6	8	.8	40.0	15.2	14.0	16.6	13.3	20.8	0	0
	281 Pharmaceuticals-Ethical	14	22	.8	39.5	17.6	14.8	20.8	15.9	22.8	801	4
	282 Cosmetics & Toilet Preparations	1	2	DK	37.0	18.8	18.8	18.8	15.3	22.2	0	0
	290 Petroleum Refining & Related Products	6	17	1.0	39.1	21.2	19.5	22.5	20.6	26.3	0	0
02	Manufacturing-Durable Goods	14	16	.9	39.0	15.4	12.2	20.2	12.5	21.3	0	0
	340 Fabricated Metal Products	3	3	.8	40.0	16.9	12.2	20.2	13.4	19.8	0	0
	368 Electronic Data Processing Equipment	1	1	1.0	40.0	12.8	12.8	12.8	12.8	18.0	0	0
	390 Miscellaneous	10	12	.9	38.7	15.2	8.1	18.9	12.3	22.0	0	0
04	Utilities	21	44	.9	40.6	18.3	12.7	25.8	14.7	22.1	0	0
	481 Telephone	9	28	1.0	40.5	18.1	16.3	19.7	14.6	22.1	0	0
	491 Electric Companies & Systems	1	3	.9	40.0	17.3	17.3	17.3	14.6	21.2	0	0
	492 Gas Companies & Systems	6	8	.7	41.9	21.6	18.0	25.8	16.3	24.6	0	0
	493 Combination Gas & Electric Companies & Systems	4	4	.8	40.0	13.6	12.7	14.5	12.1	18.2	0	0
	494 Water Supply	1	1	.9	35.0	17.4	17.4	17.4	14.3	21.4	0	0
05	Wholesale/Retail Trade	7	10	1.0	40.0	14.8	10.4	18.5	13.6	18.0	0	0
	504 Groceries	1	1	.8	40.0	12.5	12.5	12.5	12.5	12.5	0	0
	530 General Merchandise	3	3	1.0	40.0	16.6	16.4	16.9	16.1	21.7	0	0
	540 Food	2	3	1.0	40.0	18.3	18.0	18.5	15.7	23.2	0	0
	560 Apparel & Accessories	1	3	1.0	40.0	10.4	10.4	10.4	9.5	11.0	0	0

(Continued)

Job Code 45 Word Processing Operator (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
06	Finance	48	108	.9	39.3	15.1	4.3	25.0	13.2	18.9	446	4
	600 Banking	24	39	.9	39.2	14.6	4.3	19.2	13.3	19.4	578	3
	601 Federal Reserve Banks	3	8	1.0	39.3	14.7	14.0	15.0	12.5	18.0	0	0
	602 Commercial & Stock Savings Banks	10	23	.9	40.0	12.6	10.9	15.0	10.8	16.8	0	0
	604 Trust Companies (No-Deposit Banking)	3	3	1.0	37.0	13.7	13.4	14.1	12.7	17.8	0	0
	610 Credit Agencies Other Than Banks	1	1	.9	40.0	15.6	15.6	15.6	13.1	16.7	50	1
	612 Savings & Loan Associations	2	20	.9	40.0	17.8	15.3	20.3	14.2	19.9	0	0
	620 Security & Commodity Brokers, Dealers & Exchanges	4	10	.9	40.0	14.5	13.0	18.0	12.4	18.4	0	0
	670 Holding & Other Investment Companies	1	4	.8	33.0	25.0	25.0	25.0	25.0	25.0	0	0
07	Insurance	67	109	.8	36.2	15.9	5.4	22.2	13.5	20.4	495	13
	630 Insurance Carriers	29	34	.8	37.5	16.0	11.1	20.8	13.4	21.4	542	10
	631 Life Insurance	9	23	1.0	35.1	14.5	5.4	22.0	13.0	18.8	260	2
	632 Accident & Health Insurance	12	33	.8	37.4	16.0	11.4	19.2	13.8	19.8	0	0
	640 Insurance Agents, Brokers & Services	17	19	.8	33.2	17.5	5.5	22.2	14.0	21.8	500	1

(Continued)

Job Code 45 Word Processing Operator (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
08	Services-Profit	101	313	.9	36.0	19.9	5.1	32.4	15.0	21.7	1,074	46
	720 Personal Services	1	1	.8	37.0	25.0	25.0	25.0	22.0	26.0	1,000	1
	731 Advertising Agencies & Services	1	1	.5	40.0	15.0	15.0	15.0	15.0	18.0	0	0
	735 Private Employment Agencies	2	115	.9	35.0	21.8	21.8	21.8	12.7	21.8	0	0
	736 Business & Mgmt. Consulting Services	5	10	1.0	36.3	16.7	5.1	26.0	13.5	17.5	25	1
	737 Data Processing Service Bureaus, Software Companies, Time-Sharing Companies	1	1	1.0	40.0	22.0	22.0	22.0	21.0	25.0	0	0
	738 Accounting, Auditing & Bookkeeping Services	4	26	.9	37.5	17.5	15.7	19.0	15.5	19.7	0	0
	739 Business Services, Other	5	8	.9	40.0	16.1	13.4	18.7	13.4	19.4	1,200	1
	760 Miscellaneous Repair Services	1	3	.4	40.0	20.5	20.5	20.5	16.0	25.0	0	0
	800 Medical, Dental & Other Health Services	11	25	.9	34.2	13.0	5.5	18.1	12.8	16.3	0	0
	810 Legal Services	53	103	1.0	36.7	21.6	14.6	32.4	18.4	24.6	1,190	39
	891 Engineering & Architectural	14	16	.9	34.8	14.0	11.7	19.8	12.1	17.8	90	1
	899 Miscellaneous	3	4	.9	37.5	16.9	15.6	18.2	15.1	18.7	100	2
09	Services-Nonprofit	26	34	.9	36.4	15.6	8.5	19.5	15.5	21.1	1,950	1
	800 Medical, Dental & Other Health Services	20	24	.9	37.2	15.9	9.2	18.7	16.2	22.1	0	0
	860 Nonprofit Membership Organizations	2	5	.9	31.4	12.9	8.5	17.2	12.4	16.5	1,950	1
	892 Educational & Scientific Research Agencies	1	2	1.0	40.0	16.6	16.6	16.6	12.5	18.7	0	0
	899 Miscellaneous	3	3	.9	35.7	16.5	11.7	19.5	17.5	22.0	0	0

(Continued)

Job Code: 45 Word Processing Operator (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
10	Educational Services	18	94	.9	38.9	12.4	3.9	17.1	11.6	15.4	473	3
	821 Elementary & Secondary Schools	1	2	1.0	40.0	14.8	14.8	14.8	13.1	22.3	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	16	86	.9	38.8	12.1	3.9	17.1	11.5	15.1	473	3
	829 Educational Services, Other	1	6	.9	40.0	15.5	15.5	15.5	12.7	17.3	0	0
11	Government	27	102	.8	38.2	16.4	4.8	23.9	15.2	19.5	800	2
	910 Federal Government	7	26	.7	39.0	17.6	13.9	20.8	16.1	21.3	800	2
	920 State Government	13	34	.9	36.9	19.7	13.3	23.9	17.5	21.4	0	0
	930 Local Government	7	42	.9	38.8	13.0	4.8	20.1	12.7	16.8	0	0
13	Oil and Gas	2	6	1.0	41.3	21.9	21.8	22.0	20.5	24.3	0	0
	120 Drilling and/or Exploration	2	6	1.0	41.3	21.9	21.8	22.0	20.5	24.3	0	0
15	Other	12	44	.9	39.9	16.5	13.5	18.7	14.7	20.2	850	2
	999	12	44	.9	39.9	16.5	13.5	18.7	14.7	20.2	850	2

Job Code: 46

Word Processing Trainee

Entry-level position for those having less than twelve months word processing experience. Must have adequate typing skills, good knowledge of grammar, punctuation, spelling and formatting, the ability to use handbooks and other reference materials and be oriented toward teamwork and the use of machines. A trainee's functions include routine transcription and manipulation of text from various types of source information. Maintains own production records and may be required to proofread own work.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	70	164	.8	36.8	13.6	4.5	25.0	12.2	16.7	608	15
Northeastern States	20	47	.8	35.7	13.2	5.2	20.0	12.3	16.6	580	4
Southeastern States	10	28	.9	37.9	12.0	6.5	16.0	11.2	13.8	1,675	2
North Central States	19	40	.8	37.4	12.6	4.5	17.5	11.6	17.6	372	6
South Central States	5	10	.8	38.3	12.5	9.1	15.6	12.5	14.8	0	0
Western States	12	26	.9	35.7	14.7	10.0	23.0	11.5	15.5	0	0
Canada	4	13	1.0	37.3	20.2	18.5	25.0	16.9	23.8	404	3

Job Code: 46 Word Processing Trainee

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	6	6	1.0	37.5	17.6	13.6	19.8	15.6	22.3	404	3
	280 Chemicals & Allied Products	1	1	.9	40.0	13.6	13.6	13.6	11.5	16.6	0	0
	281 Pharmaceuticals-Ethical	4	4	1.0	37.0	18.2	14.6	19.8	15.7	22.8	404	3
	290 Petroleum Refining & Related Products	1	1	1.0	37.0	19.3	19.3	19.3	19.3	26.0	0	0
02	Manufacturing-Durable Goods	3	5	.8	40.0	13.7	11.3	15.1	12.5	17.8	0	0
	340 Fabricated Metal Products	1	1	.9	40.0	11.3	11.3	11.3	10.4	12.0	0	0
	390 Miscellaneous	2	4	.8	40.0	14.3	13.4	15.1	13.0	19.3	0	0
04	Utilities	6	13	.7	40.0	15.3	11.5	20.4	14.0	21.3	0	0
	491 Telephone	1	2	1.0	40.0	20.4	20.4	20.4	20.4	20.4	0	0
	492 Gas Companies & Systems	4	8	.6	40.0	15.3	11.5	18.0	13.4	23.2	0	0
	493 Combination Gas & Electric Companies & Systems	1	3	.9	40.0	12.0	12.0	12.0	11.3	17.0	0	0
05	Wholesale/Retail Trade	3	3	.7	40.0	12.3	9.9	15.0	11.8	13.8	0	0
	504 Groceries	1	1	.8	40.0	12.0	12.0	12.0	12.0	12.0	0	0
	530 General Merchandise	1	1	1.0	40.0	15.0	15.0	15.0	14.6	19.0	0	0
	560 Apparel & Accessories	1	1	.3	40.0	9.9	9.9	9.9	8.7	10.4	0	0
06	Finance	11	24	.9	37.6	11.7	6.1	14.1	11.1	15.7	482	0
	600 Banking	6	16	.9	37.6	10.1	6.1	11.9	9.6	13.5	482	2
	602 Commercial & Stock Savings Banks	4	7	.8	37.4	10.0	6.5	14.1	9.9	14.5	0	0
	612 Savings & Loan Associations	1	1	1.0	40.0	16.0	16.0	16.0	14.1	20.1	0	0
07	Insurance	12	36	.9	39.5	14.1	9.4	20.0	12.1	19.6	442	5
	630 Insurance Carriers	6	8	1.0	38.0	11.9	9.4	16.0	11.1	18.9	427	4
	631 Life Insurance	1	5	DK	35.0	20.0	20.0	20.0	15.0	23.0	0	0
	632 Accident & Health Insurance	2	4	1.0	48.5	15.8	14.1	17.5	12.1	17.0	0	0
	640 Insurance Agents, Brokers & Services	3	19	.8	39.5	13.1	13.0	13.3	11.8	19.6	500	1

(Continued)

Job Code: 46 Word Processing Trainee (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
08	Services-Profit	16	37	.9	35.3	16.4	4.5	19.5	15.4	17.8	25	1
	730 Business Services	1	1	.8	40.0	10.4	10.4	10.4	6.8	12.5	0	0
	731 Advertising Agencies & Services	1	1	1.0	35.0	19.5	19.5	19.5	19.5	23.5	0	0
	735 Private Employment Agencies	1	15	.9	35.0	19.1	19.1	19.1	19.1	19.1	0	0
	736 Business & Mgmt. Consulting Services	3	5	1.0	38.2	13.4	12.3	15.6	12.3	14.7	0	0
	738 Accounting, Auditing & Bookkeeping Services	2	5	.9	37.0	20.2	15.5	25.0	15.0	20.2	0	0
	800 Medical, Dental & Other Health Services	1	1	1.0	19.0	5.5	5.5	5.5	5.5	8.3	0	0
	810 Legal Services	4	6	.9	32.3	12.9	4.5	18.0	14.1	18.2	25	1
	891 Engineering & Architectural Services	3	3	1.0	40.0	12.6	11.9	13.9	9.9	14.1	0	0
09	Services-Nonprofit	6	7	.9	33.0	11.4	5.2	15.6	11.1	14.2	1,950	1
	800 Medical, Dental & Other Health Services	3	3	.9	32.3	10.3	5.2	14.3	11.2	15.5	0	0
	860 Nonprofit Membership Organizations	3	4	.9	33.5	12.2	7.0	15.6	11.1	13.3	1,950	1
10	Educational Services	5	6	.9	37.5	15.8	9.1	23.0	14.8	19.4	0	0
	821 Elementary & Secondary Schools	1	1	1.0	40.0	13.5	13.5	13.5	13.1	22.3	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	4	5	.9	37.0	16.2	9.1	23.0	15.1	18.8	0	0
11	Government	12	14	.8	34.4	13.5	2.0	17.2	11.8	15.4	0	0
	910 Federal Government	1	1	1.0	40.0	13.9	13.9	13.9	12.3	17.3	0	0
	920 State Government	8	10	.8	35.2	14.3	11.4	17.2	12.1	15.7	0	0
	930 Local Government	3	3	.8	30.0	10.7	2.0	15.6	10.4	13.8	0	0
13	Oil and Gas	1	6	1.0	42.0	18.5	18.5	18.5	17.0	23.6	0	0
	120 Drilling and/or Exploration	1	6	1.0	42.0	18.5	18.5	18.5	17.0	23.6	0	0
15	Other	4	9	.9	37.8	13.2	5.5	15.6	12.9	17.0	678	2
	999	4	9	.9	37.8	13.2	5.5	15.6	12.9	17.0	678	2

Job Code: 47

Typesetting Specialist

An operator who enters special codes while keyboarding and revising text that is to be output on a photocomposition system. Has knowledge of points, picas, typefaces, leading, format requirements, production techniques and other aspects of typesetting.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	20	38	.9	38.8	21.8	14.2	32.1	17.3	23.8	2,000	1
Northeastern States	4	6	.9	37.5	25.3	24.0	27.0	19.2	28.5	2,000	1
Southeastern States	2	4	.8	38.5	17.0	17.0	17.1	16.2	20.3	0	0
North Central States	6	11	.9	38.8	21.2	16.2	32.1	15.9	22.1	0	0
South Central States	6	14	.8	40.0	19.4	14.2	24.0	16.6	22.1	0	0
Western States	2	3	.8	36.0	28.0	27.0	29.0	23.6	33.5	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code 47 Typesetting Specialist

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	**Manufacturing-Nondurable Goods**	2	2	.8	36.0	27.5	27.0	27.9	21.6	31.3	0	0
	200 Food & Kindred Products	2	2	.8	36.0	27.5	27.0	27.9	21.6	31.3	0	0
02	**Manufacturing-Durable Goods**	1	2	.9	40.0	17.2	17.2	17.2	15.9	23.5	0	0
	390 Miscellaneous	1	2	.9	40.0	17.2	17.2	17.2	15.9	23.5	0	0
04	**Utilities**	2	2	.5	40.0	22.4	22.1	22.6	18.1	26.6	0	0
	492 Gas Companies & Systems	2	2	.5	40.0	22.4	22.1	22.6	18.1	26.6	0	0
05	**Wholesale/Retail Trade**	2	3	1.0	40.0	17.7	14.5	20.8	14.5	17.0	0	0
	560 Apparel & Accessories	2	3	1.0	40.0	17.7	14.5	20.8	14.5	17.0	0	0
06	**Finance**	4	6	1.0	40.0	17.5	16.2	24.0	14.3	21.9	0	0
	602 Commercial & Stock Savings Banks	1	1	1.0	40.0	24.0	24.0	24.0	16.0	25.8	0	0
	620 Security & Commodity Brokers, Dealers & Exchanges	3	5	.8	40.0	16.2	16.2	16.2	14.0	21.1	0	0
07	**Insurance**	4	5	.9	37.2	21.7	16.2	28.9	18.3	26.7	0	0
	631 Life Insurance	1	1	.9	36.0	28.9	28.9	28.9	25.5	38.0	0	0
	632 Accident & Health Insurance	1	2	.9	37.0	21.7	21.7	21.7	19.1	28.7	0	0
	633 Fire, Marine & Casualty Insurance	2	2	.9	38.0	18.1	16.2	20.0	14.0	19.0	0	0
08	**Services-Profit**	3	4	.9	38.8	25.1	24.0	27.0	22.8	29.0	2,000	1
	731 Advertising Agencies & Services	1	1	1.0	35.0	27.0	27.0	27.0	25.0	35.0	0	0
	739 Business Services, Other	2	3	.9	40.0	24.5	24.0	25.0	22.0	27.0	2,000	1
10	**Educational Services**	6	10	.7	39.0	39.0	14.2	32.1	16.7	20.9	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	5	7	.8	38.6	22.1	14.2	32.1	16.8	22.2	0	0
	829 Educational Services, Other	1	3	.5	40.0	17.1	17.1	17.1	16.3	17.9	0	0
11	**Government**	3	3	.7	37.0	21.3	17.0	23.5	19.7	23.2	800	1
	910 Federal Government	2	2	.6	37.0	23.5	23.5	23.5	21.5	23.5	800	1
	930 Local Government	1	1	1.0	37.0	17.0	17.0	17.0	16.1	22.7	0	0

Job Code: 48

Proofreader

Proofreads typed copy for text content, spelling, punctuation, grammar and typographical errors. May be responsible for setting grammar and format standards, guidance and/or training of secretaries and principals.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	40	81	.8	37.4	16.5	6.0	31.0	14.4	20.0	804	19
Northeastern States	15	26	.9	34.6	17.4	6.0	31.0	13.9	19.7	754	4
Southeastern States	4	19	.3	40.0	14.3	12.2	20.3	13.5	19.3	1,275	2
North Central States	9	21	.9	36.7	15.8	12.2	23.5	15.1	19.0	747	13
South Central States	6	8	.8	40.0	17.2	9.4	22.2	14.8	20.3	0	0
Western States	4	5	.6	40.0	18.6	14.6	23.1	14.3	23.0	0	0
Canada	2	2	.9	39.5	26.0	21.9	30.2	21.6	31.4	0	0

Job Code: 48 Proofreader

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	1	1	.5	40.0	23.1	23.1	23.1	23.1	23.1	0	0
	290 Petroleum Refining & Related Products	1	1	.5	40.0	23.1	23.1	23.1	23.1	23.1	0	0
02	Manufacturing Durable Goods	1	1	.9	40.0	14.5	14.5	14.5	14.4	20.8	0	0
	340 Fabricated Metal Products	1	1	.9	40.0	14.5	14.5	14.5	14.4	20.8	0	0
03	Transportation	1	1	.7	37.0	21.9	21.9	21.9	18.9	28.4	0	0
	460 Pipeline Transportation	1	1	.7	37.0	21.9	21.9	21.9	18.9	28.4	0	0
04	Utilities	3	3	.9	40.0	20.7	18.0	23.2	16.5	23.9	0	0
	481 Telephone	1	1	.8	40.0	18.0	18.0	18.0	15.6	22.5	0	0
	491 Electric Companies & Systems	1	1	1.0	40.0	23.2	23.2	23.2	17.2	24.9	0	0
	492 Gas Companies & Systems	1	1	.9	40.0	21.0	21.0	21.0	16.6	24.2	0	0
05	Wholesale/Retail Trade	2	2	.8	40.0	14.1	9.4	18.8	12.4	16.1	0	0
	530 General Merchandise	1	1	1.0	40.0	18.8	18.8	18.8	16.1	21.7	0	0
	560 Apparel & Accessories	1	1	.5	40.0	9.4	9.4	9.4	8.7	10.4	0	0
06	Finance	20	22	.4	37.2	13.6	5.9	19.0	11.8	17.3	329	4
	600 Banking	18	19	.3	36.7	13.0	5.9	18.7	11.5	16.8	329	4
	602 Commercial & Stock Savings Banks	1	2	.8	40.0	19.0	19.0	19.0	15.0	22.6	0	0
	620 Security & Commodity Brokers, Dealers & Exchanges	1	1	.7	40.0	13.8	13.8	13.8	10.9	16.3	0	0
07	Insurance	7	11	.8	36.4	18.1	14.0	25.0	14.5	21.6	0	0
	631 Life Insurance	1	3	DK	35.0	25.0	25.0	25.0	19.0	28.0	0	0
	632 Accident & Health Insurance	3	5	.8	37.4	15.3	14.0	16.4	12.0	17.9	0	0
	633 Fire, Marine & Casualty Insurance	1	1	1.0	38.0	14.0	14.0	14.0	12.0	16.0	0	0
	640 Insurance Agents Brokers & Services	2	2	.8	35.0	16.6	16.0	17.2	15.5	24.0	0	0

(Continued)

Job Code: 48 Proofreader (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
08	Services-Profit	20	27	.8	37.4	16.9	9.4	25.1	15.7	19.1	877	13
	736 Business & Mgmt. Consulting Services	6	10	.8	39.6	20.0	14.6	25.1	17.5	23.2	600	0
	738 Accounting, Auditing & Bookkeeping Services	1	2	.6	37.0	15.5	15.5	15.5	15.5	17.9	0	0
	739 Business Services, Other	1	1	.9	40.0	31.0	31.0	31.0	20.0	31.0	2,000	1
	810 Legal Services	11	13	.8	36.1	17.6	15.5	23.5	16.1	20.6	800	11
	891 Engineering & Architectural Services	1	1	1.0	30.0	9.4	9.4	9.4	9.4	13.0	0	0
09	Services-Nonprofit	3	4	.9	39.3	20.4	16.8	22.2	16.6	23.8	1,950	1
	800 Medical, Dental & Other Health Services	1	1	.9	37.0	16.8	16.8	16.8	14.2	21.3	0	0
	860 Nonprofit Membership Organizations	1	1	1.0	40.0	20.2	20.2	20.2	19.0	24.0	1,950	1
	892 Educational & Scientific Research Agencies	1	2	.8	40.0	22.2	22.2	22.2	16.6	25.0	0	0
10	Educational Services	3	3	.8	39.0	15.2	12.2	20.8	14.6	21.5	608	1
	822 Colleges, Universities, Professional Schools, Junior Colleges	3	3	.8	39.0	15.2	12.2	20.8	14.6	21.5	608	1
11	Government	2	2	.5	40.0	18.6	16.1	21.0	14.5	24.4	0	0
	910 Federal Government	2	2	.5	40.0	18.6	16.1	21.0	14.5	24.4	0	0
13	Oil and Gas	1	1	1.0	42.0	30.2	30.2	30.2	24.3	34.5	0	0
	120 Drilling and/or Exploration	1	1	1.0	42.0	30.2	30.2	30.2	24.3	34.5	0	0
15	Other	3	3	.9	40.0	18.4	15.8	21.6	14.9	34.5	0	0
	999	3	3	.9	40.0	18.4	15.8	21.6	14.9	23.7	0	0

Job Code: 49

Desktop Publishing Specialist

An operator who enters text and uses page composition software to prepare camera ready copy. Has knowledge of typesetting terminology such as leading, kerning, points, etc. Is familiar with approved page Layout procedures.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	24	34	.8	38.6	21.7	14.0	35.0	19.0	24.1	1,475	2
Northeastern States	7	10	.8	37.3	27.0	16.0	35.0	23.3	27.8	1,000	1
Southeastern States	5	6	.8	39.7	17.5	14.0	25.0	17.2	18.8	1,950	1
North Central States	3	9	.8	38.5	19.0	14.0	24.0	16.8	25.5	0	0
South Central States	4	4	.9	39.3	21.5	15.6	28.0	17.2	23.0	0	0
Western States	5	5	.8	39.8	20.1	16.8	26.0	18.1	21.3	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 49 Desktop Publishing Specialist

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	1	1	.8	40.0	18.4	18.4	18.4	17.0	27.2	0	0
	281 Pharmaceuticals-Ethical	1	1	.8	40.0	18.4	18.4	18.4	17.0	27.2	0	0
02	Manufacturing-Durable Goods	2	2	.5	37.5	29.4	23.7	35.0	24.5	33.5	0	0
	380 Professional, Scientific, Photographic & Optical Goods; Watches & Clocks	1	1	.5	35.0	35.0	35.0	35.0	28.0	40.0	0	0
	390 Miscellaneous	1	1	DK	40.0	23.7	23.7	23.7	21.0	27.0	0	0
04	Utilities	1	1	.7	40.0	25.0	25.0	25.0	20.5	29.5	0	0
	492 Gas Companies & Systems	1	1	.7	40.0	25.0	25.0	25.0	20.5	29.5	0	0
06	Finance	4	4	1.0	38.7	15.0	14.0	16.0	14.4	19.4	0	0
	600 Banking	3	3	1.0	39.3	14.8	14.0	16.0	14.5	19.3	0	0
	604 Trust Companies (No-Deposit Banking)	1	1	1.0	37.0	15.6	15.6	15.6	13.9	19.5	0	0
07	Insurance	3	6	.7	37.0	24.3	20.0	29.0	20.7	29.6	1,000	1
	631 Life Insurance	1	2	1.0	37.0	29.0	29.0	29.0	26.0	35.0	1,000	1
	632 Accident & Health Insurance	2	4	.6	37.0	22.0	20.0	24.0	18.1	26.9	0	0
08	Services-Profit	7	7	.8	39.1	24.0	14.0	35.0	21.3	26.8	0	0
	736 Business & Mgmt. Consulting Services	6	6	.8	39.0	25.0	14.0	35.0	21.9	27.8	0	0
	800 Medical, Dental & Other Health Services	1	1	.8	40.0	18.5	18.5	18.5	18.0	21.0	0	0
09	Services-Nonprofit	2	2	.9	37.5	17.1	16.0	18.2	16.1	19.8	1,950	1
	860 Nonprofit Membership Organizations	1	1	1.0	40.0	18.2	18.2	18.2	16.2	19.5	1,950	1
	892 Educational & Scientific Research Agencies	1	1	.8	35.0	16.0	16.0	16.0	16.0	20.0	0	0
10	Educational Services	2	2	.8	39.5	22.7	17.3	28.0	15.8	22.6	0	0
	821 Elementary & Secondary	2	2	.8	39.5	22.7	17.3	28.0	15.8	22.6	0	0

(Continued)

Job Code: 49 Desktop Publishing Specialist (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
11	Government	2	2	.7	40.0	23.0	19.9	26.0	19.1	24.3	0	0
	920 State Government	1	1	.7	40.0	19.9	19.9	19.9	14.5	19.9	0	0
	930 Local Government	1	1	DK	40.0	25.0	26.0	26.0	23.6	28.6	0	0
15	Other	1	1	.9	40.0	15.8	16.8	16.8	16.2	16.8	0	0
	999	1	1	.9	40.0	15.8	16.8	16.8	16.2	16.8	0	0

Job Code: 50

Training Manager

Directs functions related to education programs for personnel within information processing for user personnel. Assigns staff members to various training tasks and directs their activities, reviews their work and prepares performance reports. Advises subordinates on administrative policies, procedures, technical problems, priorities and methods. Consults with personnel in other groups to coordinate activities.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	9	15	.6	39.7	31.0	20.0	44.0	27.4	38.6	1,283	3
Northeastern States	3	6	.7	37.3	39.7	35.0	44.0	33.3	47.3	1,000	1
Southeastern States	3	6	.6	41.0	26.7	20.0	33.0	23.4	35.1	350	1
North Central States	2	2	.6	42.5	25.9	21.2	30.6	22.2	25.0	2,500	1
South Central States	1	1	.5	40.0	28.0	28.0	28.0	27.0	35.0	0	0
Western States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code 50 Training Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
02	Manufacturing-Durable Goods	1	2	.7	35.0	44.0	44.0	44.0	36.0	52.0	0	0
	380 Professional, Scientific, Photographic & Optical Goods; Watches & Clocks	1	2	.7	35.0	44.0	44.0	44.0	36.0	52.0	0	0
06	Finance	1	2	.2	40.0	27.2	27.2	27.2	23.4	35.7	0	0
	600 Banking	1	2	.2	40.0	27.2	27.2	27.2	23.4	35.7	0	0
08	Services-Profit	3	5	.8	40.4	34.2	21.2	40.0	29.8	40.2	1,750	2
	736 Business & Mgmt. Consulting Services	2	4	.8	39.3	37.5	35.0	40.0	32.0	45.0	1,000	1
	739 Business Services, Other	1	1	.8	45.0	21.2	21.2	21.2	21.2	21.2	2,500	1
10	Educational Services	1	1	.5	40.0	30.6	30.6	30.6	23.1	28.9	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	1	1	.5	40.0	30.6	30.6	30.6	23.1	28.9	0	0
11	Government	1	1	.9	40.0	33.0	33.0	33.0	28.9	44.5	0	0
	930 Local Government	1	1	.9	40.0	33.0	33.0	33.0	28.9	44.5	0	0
15	Other	2	4	.6	41.5	24.0	20.0	28.0	22.5	30.0	350	1
	999	2	4	.6	41.5	24.0	20.0	28.0	22.5	30.0	350	1

Job Code: 51

Training Specialist

Under general direction, organizes, prepares and conducts complex training and educational programs for information processing or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress and program effectiveness.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	38	56	.8	39.2	24.4	15.6	39.0	20.7	28.8	1,358	11
Northeastern States	9	10	.8	39.3	22.6	19.0	27.8	19.5	27.8	1,890	5
Southeastern States	5	5	.8	39.4	24.1	16.2	30.0	19.5	27.1	0	0
North Central States	9	21	.8	39.1	24.0	16.1	39.0	20.9	30.2	738	2
South Central States	8	9	.8	39.6	23.4	15.6	31.6	19.5	25.2	1,500	2
Western States	5	8	.5	39.0	27.0	21.6	33.0	20.6	27.8	400	1
Canada	2	3	1.0	38.5	31.4	31.0	31.7	29.8	35.7	610	1

Job Code 51 Training Specialist

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	2	2	.9	40.0	25.0	21.0	28.9	19.0	28.0	1,000	1
	280 Chemicals & Allied Products	1	1	.9	40.0	28.9	28.9	28.9	20.0	28.9	0	0
	300 Rubber & Miscellaneous	1	1	.8	40.0	21.0	21.0	21.0	18.0	27.0	1,000	1
02	Manufacturing-Durable Goods	1	1	.8	35.0	21.0	21.0	21.0	17.0	23.0	0	0
	380 Professional, Scientific, Photographic & Optical Goods; Watches & Clocks	1	1	.8	35.0	21.0	21.0	21.0	17.0	23.0	0	0
04	Utilities	2	6	1.0	40.0	34.2	29.3	29.0	25.0	44.5	0	0
	491 Electric Companies & Systems	2	6	1.0	40.0	34.2	29.3	39.0	25.0	44.5	0	0
06	Finance	7	8	.7	39.3	18.5	15.6	21.6	16.8	22.6	300	1
	600 Banking	5	6	.7	39.0	17.6	15.6	21.6	15.7	22.9	300	1
	601 Federal Reserve Banks	1	1	.7	40.0	17.5	17.5	17.5	15.0	18.0	0	0
	620 Security & Commodity Brokers, Dealers & Exchanges	1	1	DK	40.0	25.0	25.0	25.0	25.0	25.0	0	0
07	Insurance	4	4	.9	37.3	21.0	20.4	22.0	16.7	26.9	875	3
	630 Insurance Carriers	1	1	.6	38.0	20.4	20.4	20.4	15.0	28.3	1,175	1
	631 Life Insurance	1	1	1.0	37.0	22.0	22.0	22.0	17.0	27.0	500	1
	632 Accident & Health Insurance	1	1	1.0	37.0	22.5	22.5	22.5	19.0	28.9	0	0
	633 Fire, Marine & Casualty Insurance	1	1	.8	37.0	19.0	19.0	19.0	15.7	23.5	950	1
08	Services-Profit	13	15	.7	39.5	24.4	19.7	31.7	22.1	27.7	1,535	6
	736 Business & Mgmt. Consulting Services	4	5	.7	40.0	23.3	19.7	30.3	20.3	29.4	5,000	1
	739 Business Services, Other	3	4	.6	40.0	25.0	20.0	30.0	21.0	25.0	2,000	1
	810 Legal Services	5	5	.9	37.4	25.6	23.5	31.7	25.3	27.8	553	4
	891 Engineering & Architectural Services	1	1	.8	45.0	21.0	21.0	21.0	19.7	29.6	0	0

(Continued)

Job Code 51 Training Specialist (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
09	Services-Nonprofit	1	1	1.0	40.0	21.0	21.0	21.0	21.0	21.0	0	0
	800 Medical, Dental & Other Health Services	1	1	1.0	40.0	21.0	21.0	21.0	21.0	21.0	0	0
10	Educational Services	2	2	.9	40.0	28.5	27.0	30.0	25.5	29.6	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	1	1	.9	40.0	30.0	30.0	30.0	24.0	30.0	0	0
	829 Educational Services, Other	1	1	.8	40.0	27.0	27.0	27.0	27.0	29.1	0	0
11	Government	3	5	.7	39.4	28.0	16.3	33.0	22.6	32.0	0	0
	920 State Government	1	1	.5	40.0	16.3	16.3	16.3	14.4	18.2	0	0
	930 Local Government	2	4	.8	39.3	30.9	26.7	33.0	24.7	35.5	0	0
13	Oil and Gas	1	2	.9	42.0	31.0	31.0	31.0	27.8	39.7	0	0
	120 Drilling and/or Exploration	1	2	.9	42.0	31.0	31.0	31.0	27.8	39.7	0	0
15	Other	2	2	.7	40.0	29.7	27.8	31.6	21.9	37.8	0	0
	999	2	2	.7	40.0	29.7	27.8	31.6	21.9	37.8	0	0

Job Code: 52

Microcomputer Manager

Responsible for all aspects of corporate microcomputer use. Activities include directing the purchasing, installing and servicing of hardware, software and peripherals. Confers with data and word processing management to coordinate policies and procedures for microcomputer use and integration with other corporate information processing systems. Establishes training programs in-house or off-site. Has full knowledge of corporate information processing needs and applications. Has knowledge of product developments in hardware, software and peripherals markets.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	11	14	.9	39.2	35.0	20.3	56.4	30.6	44.4	4,084	4
Northeastern States	1	1	1.0	40.0	33.4	33.4	33.4	26.8	45.8	0	0
Southeastern States	3	4	.8	39.3	25.6	20.3	31.8	22.7	33.7	3,600	2
North Central States	1	1	.9	40.0	56.4	56.4	56.4	45.2	69.8	8,460	1
South Central States	1	1	.8	40.0	27.8	27.8	27.8	24.0	36.0	0	0
Western States	3	5	.9	40.0	41.4	30.3	49.0	33.3	50.2	0	0
Canada	2	2	.9	36.0	38.1	35.0	41.2	37.4	42.3	675	1

Job Code: 52 Microcomputer Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
02	Manufacturing-Durable Goods	1	1	.9	40.0	56.4	56.4	56.4	45.2	69.8	8,460	1
	390 Miscellaneous	1	1	.9	40.0	56.4	56.4	56.4	45.2	69.8	8,460	1
04	Utilities	1	3	.8	40.0	30.2	30.2	30.2	27.8	39.6	0	0
	491 Electric Companies & Systems	1	3	.8	40.0	30.2	30.2	30.2	27.8	39.6	0	0
06	Finance	4	4	.9	40.0	35.5	27.8	49.0	29.7	43.9	0	0
	600 Banking	2	2	.9	40.0	38.4	27.8	49.0	30.5	48.5	0	0
	601 Federal Reserve Banks	1	1	.8	40.0	31.8	31.8	31.8	30.8	32.7	0	0
	602 Commercial & Stock Savings Banks	1	1	1.0	40.0	33.4	33.4	33.4	26.8	45.8	0	0
08	Services-Profit	3	3	.9	38.3	27.5	20.3	35.0	24.1	35.0	2,625	3
	739 Business Services, Other	2	2	.8	40.0	23.7	20.3	27.0	18.7	35.0	3,600	2
	810 Legal Services	1	1	1.0	35.0	35.0	35.0	35.0	35.0	35.0	675	1
10	Educational Services	2	2	.8	38.5	43.1	41.2	45.0	37.4	49.8	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	2	2	.8	38.5	43.1	41.2	45.0	37.4	49.8	0	0
11	Government	1	1	.8	37.0	23.8	23.8	23.8	22.7	32.1	0	0
	930 Local Government	1	1	.8	37.0	23.8	23.8	23.8	22.7	32.1	0	0

Job Code: 53

Microcomputer User Coordinator

Responsible for troubleshooting, training and guidance in microcomputer-based systems. Has proficient knowledge of hardware, software and peripherals in use. Is familiar with company micro-based applications. May work with users in one-on-one or group situations.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	19	33	.8	38.2	26.1	12.1	38.8	23.3	31.5	1,326	7
Northeastern States	3	4	1.0	38.3	22.4	12.1	27.9	17.1	27.7	1,190	2
Southeastern States	1	1	.8	40.0	26.0	26.0	26.0	23.0	28.0	0	0
North Central States	7	14	.7	36.7	26.9	8.7	38.8	23.5	34.1	775	3
South Central States	5	7	.8	40.0	24.6	16.1	31.5	23.1	28.5	3,780	1
Western States	1	5	.8	40.0	33.0	33.0	33.0	27.0	33.0	0	0
Canada	2	2	.7	37.0	28.5	23.2	33.8	25.9	29.7	800	1

Job Code: 53 Microcomputer User Coordinator

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	1	1	.8	40.0	26.5	26.5	26.5	25.5	31.5	0	0
	390 Miscellaneous	1	1	.8	40.0	26.5	26.5	26.5	25.5	31.5	0	0
04	Utilities	1	1	.8	40.0	37.2	37.2	37.2	35.0	40.0	0	0
	481 Telephone	1	1	.8	40.0	37.2	37.2	37.2	35.0	40.0	0	0
05	Wholesale/Retail Trade	2	3	.8	40.0	22.4	16.1	25.5	18.0	23.3	0	0
	560 Apparel & Accessories	2	3	.8	40.0	22.4	16.1	25.5	18.0	23.3	0	0
06	Finance	2	2	1.0	30.0	17.6	8.7	27.1	15.2	24.6	0	0
	600 Banking	1	1	1.0	20.0	8.7	8.7	8.7	8.1	11.7	0	0
	602 Commercial & Stock Savings Banks	1	1	1.0	40.0	27.1	27.1	27.1	22.2	37.5	0	0
08	Services-Profit	5	6	.9	39.2	23.0	18.0	27.9	20.2	24.6	1,466	3
	736 Business & Mgmt. Consulting Services	2	2	.9	40.0	25.5	24.9	26.0	21.7	29.3	0	0
	737 Data Processing Service Bureaus, Software Companies, Time-Sharing Companies	1	2	1.0	40.0	18.0	18.0	18.0	14.0	18.0	1,000	1
	738 Accounting, Auditing & Bookkeeping Services	1	1	.8	40.0	23.0	23.0	23.0	22.0	25.0	1,250	1
	810 Legal Services	1	1	1.0	35.0	27.9	27.9	27.9	27.9	27.9	2,148	1
09	Service.-Nonprofit	1	1	.9	20.0	9.5	9.5	9.5	6.0	10.0	75	1
	895 Religious Organizations	1	1	.9	20.0	9.5	9.5	9.5	6.0	10.0	75	1
10	Educational Services	8	9	.6	40.0	33.4	26.7	38.8	28.7	42.7	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	8	9	.6	40.0	33.4	26.7	38.8	28.7	42.7	0	0

(Continued)

Job Code: 53 Microcomputer User Coordinator (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
11	Government	2	2	.7	37.0	28.5	23.2	33.7	25.9	29.7	800	1
	910 Federal Government	1	1	.7	37.0	33.7	33.7	33.7	30.1	33.7	800	1
	920 State Government	1	1	.7	37.0	23.2	23.2	23.2	21.7	25.7	0	0
13	Oil and Gas	1	1	DK	40.0	31.5	31.5	31.5	31.5	31.5	3,780	1
	120 Drilling and/or Exploration	1	1	DK	40.0	31.5	31.5	31.5	31.5	31.5	3,780	1
15	Other	2	3	.9	40.0	19.5	12.1	23.2	16.7	24.0	232	1
	999	2	3	.9	40.0	19.5	12.1	23.2	16.7	24.0	232	1

Job Code: 61

Information Center Manager

Manages all Information Center related activities. Surveys the market for new user-friendly software products, recommends the products and coordinates the installation of these products. Prepares procedures for documentation and training on these products for the user. Surveys the market for microcomputers and decision-support systems to review applicability to the organization. Hires and manages all Information Center personnel.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	14	18	.7	40.2	36.9	20.0	61.0	30.8	46.2	0	0
Northeastern States	5	7	.8	39.0	40.0	29.0	61.0	35.6	53.3	0	0
Southeastern States	2	3	.7	40.0	33.4	26.0	40.8	27.0	40.9	0	0
North Central States	3	4	.6	40.0	37.5	27.0	43.9	31.8	47.5	0	0
South Central States	2	2	.9	40.0	33.0	20.0	46.0	24.7	38.3	0	0
Western States	2	2	.5	45.0	35.1	31.9	38.2	24.1	35.0	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 61 Information Center Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	2	2	.9	40.0	31.1	20.0	40.2	25.0	38.1	0	0
	200 Food & Kindred Products	1	1	.8	40.0	40.2	40.2	40.2	32.0	48.1	0	0
	621 Pharmaceuticals-Ethical	1	1	.9	40.0	20.0	20.0	20.0	18.0	28.0	0	0
02	Manufacturing-Durable Goods	1	1	.6	35.0	38.0	38.0	38.0	29.0	44.0	0	0
	380 Professional, Scientific, Photographic & Optical Goods; Watches & Clocks	1	1	.6	35.0	38.0	38.0	38.0	29.0	44.0	0	0
04	Utilities	1	2	.8	40.0	40.8	40.8	40.8	32.6	48.9	0	0
	481 Telephone	1	2	.8	40.0	40.8	40.8	40.8	32.6	48.9	0	0
06	Finance	4	4	.8	42.5	43.5	29.0	61.0	29.8	49.5	0	0
	600 Banking	3	3	.8	43.3	37.7	29.0	46.0	27.6	44.9	0	0
	602 Commercial & Stock Savings Banks	1	1	.9	40.0	61.0	61.0	61.0	36.5	63.4	0	0
08	Services-Profit	1	1	.8	40.0	63.5	63.5	63.5	52.0	75.0	0	0
	891 Engineering & Architectural Services	1	1	.8	40.0	63.5	63.5	63.5	52.0	75.0	0	0
09	Services-Nonprofit	3	3	.8	40.0	28.3	26.0	32.0	26.1	33.6	0	0
	800 Medical, Dental & Other Health Services	3	3	.8	40.0	28.3	26.0	32.0	26.1	33.6	0	0
10	Educational Services	2	2	.4	40.0	41.5	39.0	43.9	35.0	55.0	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	2	2	.4	40.0	41.5	39.0	43.9	35.0	55.0	0	0
11	Government	1	1	.5	40.0	31.9	31.9	31.9	25.2	31.9	0	0
	920 State Government	1	1	.5	40.0	31.9	31.9	31.9	25.2	31.9	0	0

Job Code: 62

Information Center Specialist/Consultant

Under general direction, advises and assists business computer users in solving problems themselves using recommended Information Center tools. Trains business computer users in classroom and one-on-one situations. Assists in the selection and installation of Information Center tools.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	24	55	.8	39.0	24.4	15.3	37.3	20.8	29.3	4,913	5
Northeastern States	11	20	.7	37.3	24.2	18.0	35.2	20.8	29.3	1,825	4
Southeastern States	5	25	.9	39.4	24.6	15.3	37.3	20.4	28.6	0	0
North Central States	4	4	.8	43.8	25.1	16.0	32.0	20.2	31.0	8,000	1
South Central States	2	2	.8	40.0	24.8	16.8	32.7	22.9	33.9	0	0
Western States	2	4	.5	40.0	24.1	23.3	24.7	22.4	29.8	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 62 Information Center Specialist/Consultant

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	3	5	.9	40.0	24.8	23.0	30.5	21.7	31.9	300	1
	200 Food & Kindred Products	1	1	.8	40.0	30.5	30.5	30.5	22.7	34.1	0	0
	281 Pharmaceuticals-Ethical	1	1	.9	40.0	24.5	24.5	24.5	22.6	35.4	0	0
	390 Miscellaneous	1	3	1.0	40.0	23.0	23.0	23.0	21.0	30.0	300	1
02	Manufacturing-Durable Goods	1	1	.4	35.0	24.0	24.0	24.0	19.0	32.0	0	0
	380 Professional, Scientific, Photographic & Optical Goods; Watches & Clocks	1	1	.4	35.0	24.0	24.0	24.0	19.0	32.0	0	0
04	Utilities	2	22	.9	40.0	32.7	30.0	37.3	26.1	39.2	0	0
	481 Telephone	1	8	.8	40.0	37.3	37.3	37.3	29.8	44.7	0	0
	491 Electric Companies & Systems	1	14	.9	40.0	30.0	30.0	30.0	24.0	36.0	0	0
06	Finance	3	3	.9	41.7	24.7	16.8	35.2	19.1	31.8	0	0
	600 Banking	1	1	.8	40.0	16.8	16.8	16.8	15.5	22.5	0	0
	601 Federal Reserve Banks	1	1	.8	45.0	22.0	22.0	22.0	15.0	27.0	0	0
	602 Commercial & Stock Savings Banks	1	1	1.0	40.0	35.2	35.2	35.2	26.8	45.8	0	0
07	Insurance	1	1	.9	37.0	15.3	15.3	15.3	15.0	16.0	0	0
	636 Title Insurance	1	1	.9	37.0	15.3	15.3	15.3	15.0	16.0	0	0
08	Services-Profit	8	8	.8	39.4	25.7	16.0	32.0	22.1	30.1	3,750	4
	730 Business Services	1	1	1.0	40.0	DK	DK	DK	DK	DK	0	0
	736 Business & Mgmt. Consulting Services	4	4	.8	42.5	25.1	16.0	32.0	20.5	31.5	2,333	3
	738 Accounting, Auditing & Bookkeeping Services	1	1	.8	40.0	32.0	32.0	32.0	31.0	33.0	8,000	1
	739 Business Services, Other	2	2	.8	32.5	23.5	18.0	29.0	21.0	26.0	0	0

(Continued)

Job Code: 62 Information Center Specialist/Consultant (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
09	Services-Nonprofit	3	3	.9	40.0	24.3	17.0	32.7	21.1	30.5	0	0
	800 Medical, Dental & Other Health Services	2	2	.9	40.0	24.9	17.0	32.7	21.7	32.7	0	0
	860 Nonprofit Membership Organizations	1	1	.8	40.0	23.2	23.2	23.2	20.0	26.0	0	0
10	Educational Services	1	2	DK	35.0	21.2	21.2	21.2	19.2	28.7	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	1	2	DK	35.0	21.2	21.2	21.2	19.2	28.7	0	0
11	Government	7	10	.4	38.2	21.6	18.1	25.8	19.2	25.3	0	0
	920 State Government	6	9	.4	38.0	21.2	18.1	25.8	18.6	24.4	0	0
	930 Local Government	1	1	DK	40.0	24.7	24.7	24.7	24.7	33.3	0	0

Job Code: 71

Telecommunications Manager

Directs all planning, designing, installing and maintaining on-line data communications networks. Interfaces with other information processing management staff to coordinate telecommunications software, hardware and systems compatibilities. Assigns staff to projects and directs their activities, reviews and evaluates their work and prepares performance reports. Advises subordinates on policies, procedures, technical problems, priorities and methods. Advises other groups in the use of telecommunications. Prepares activity and progress reports to management regarding corporate telecommunications.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	9	11	.9	38.9	43.5	29.9	57.0	34.8	48.3	2,748	2
Northeastern States	2	2	.9	37.5	55.0	53.0	57.0	42.3	61.7	0	0
Southeastern States	2	2	.9	40.0	48.0	39.8	56.2	38.7	54.8	0	0
North Central States	3	5	.9	39.0	35.6	32.6	40.0	31.3	41.2	4,000	1
South Central States	2	2	.8	39.0	39.2	29.9	48.5	32.4	46.3	1,495	1
Western States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 71 Telecommunications Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	1	1	.9	40.0	56.2	56.2	56.2	47.3	67.6	0	0
	280 Chemicals & Allied Products	1	1	.9	40.0	56.2	56.2	56.2	47.3	67.6	0	0
02	Manufacturing Durable Goods	2	2	.9	37.5	50.8	48.5	53.0	41.5	61.3	0	0
	380 Professional, Scientific, Photographic & Optical Goods; Watches & Clocks	1	1	.9	35.0	53.0	53.0	53.0	48.0	60.0	0	0
	390 Miscellaneous	1	1	DK	40.0	48.5	48.5	48.5	34.9	62.6	0	0
05	Wholesale/Retail Trade	1	1	1.0	40.0	34.3	34.3	34.3	34.3	34.3	4,000	1
	540 Food	1	1	1.0	40.0	34.3	34.3	34.3	34.3	34.3	4,000	1
06	Finance	1	1	.9	40.0	57.0	57.0	57.0	36.5	63.4	0	0
	602 Commercial & Stock Savings Banks	1	1	.9	40.0	57.0	57.0	57.0	36.5	63.4	0	0
07	Insurance	1	1	.8	37.0	32.6	32.6	32.6	24.2	36.2	0	0
	632 Accident & Health Insurance	1	1	.8	37.0	32.6	32.6	32.6	24.2	36.2	0	0
08	Services-Profit	1	1	.8	38.0	29.9	29.9	29.9	29.9	29.9	1,495	1
	810 Legal Services	1	1	.8	38.0	29.9	29.9	29.9	29.9	29.9	1,495	1
09	Services-Nonprofit	1	1	.8	40.0	39.8	39.8	39.8	39.8	39.8	0	0
	860 Nonprofit Membership Organizations	1	1	.8	40.0	39.8	39.8	39.8	39.8	39.8	0	0

Job Code: 72

Senior Telecommunications Analyst/Programmer

Under the direction of the telecommunications manager, designs, implements, maintains and analyzes complex telecommunications systems. Competent in programming languages applicable to communications. Provides technical guidance pertaining to connecting devices and communications simulation. Can work at highest level of telecommunications activities.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	2	2	.7	40.0	31.0	30.4	31.5	23.5	35.5	0	0
Northeastern States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
Southeastern States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
North Central States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
South Central States	1	1	.9	40.0	31.5	31.5	31.5	22.9	40.5	0	0
Western States	1	1	.5	40.0	30.4	30.4	30.4	24.0	30.4	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 72 Senior Telecommunications Analyst/Programmer

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
04	Utilities	1	1	.9	40.0	31.5	31.5	31.5	22.9	40.5	0	0
	492 Gas Companies & Systems	1	1	.9	40.5	31.5	31.5	31.5	22.9	40.5	0	0
11	Government	1	1	.5	40.0	30.4	30.4	30.4	24.0	30.4	0	0
	920 State Government	1	1	.5	40.0	30.4	30.4	30.4	24.0	30.4	0	0

Job Code: 73

Telecommunications Analyst/Programmer

Under general, direct or immediate supervision, designs, implements and maintains moderately complex telecommunications systems. May write and maintain operating manuals and assist in developing specifications, record and form layouts, etc.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	3	3	.8	38.3	28.1	26.8	30.3	25.2	38.2	0	0
Northeastern States	1	1	.9	40.0	26.8	26.8	26.8	17.7	29.6	0	0
Southeastern States	1	1	.8	40.0	30.3	30.3	30.3	32.7	46.7	0	0
North Central States	1	1	.8	35.0	27.1	27.1	27.1	.0	.0	0	0
South Central States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
Western States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 73 Telecommunications Analyst/Programmer

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	1	1	.8	40.0	30.3	30.3	30.3	32.7	46.7	0	0
	280 Chemicals & Allied Products	1	1	.8	40.0	30.3	30.3	30.3	32.7	46.7	0	0
06	Finance	1	1	.9	40.0	26.8	26.8	26.8	17.7	29.6	0	0
	602 Commercial & Stock Savings Bonds	1	1	.9	40.0	26.8	26.8	26.8	17.7	29.6	0	0
15	Other	1	1	DK	35.0	27.1	27.1	27.1	27.1	27.1	0	0
	999	1	1	DK	35.0	27.1	27.1	27.1	27.1	27.1	0	0

Job Code: 74

Telecommunications Network Coordinator

Responsible for telecommunications system installation, troubleshooting and testing. Assures components of network are operational. Coordinates activities of system and line vendors, maintains log of equipment failures and ensures preventive maintenance. Acts as a resource person regarding maintenance and planning of telecommunications systems.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	11	11	.9	39.7	23.9	13.5	40.1	20.5	29.5	855	2
Northeastern States	2	2	.9	40.0	32.6	25.0	40.1	23.1	39.3	0	0
Southeastern States	4	4	.8	40.0	21.7	13.5	26.8	19.0	25.7	1,400	1
North Central States	2	2	.9	40.0	26.5	26.5	26.5	25.7	35.6	0	0
South Central States	1	1	.9	40.0	21.3	21.3	21.3	15.6	31.2	0	0
Western States	1	1	1.0	40.0	20.3	20.3	20.3	20.3	24.7	0	0
Canada	1	1	.8	37.0	16.1	16.1	16.1	16.1	16.1	310	1

Job Code: 74 Telecommunications Network Coordinator

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	1	1	.8	40.0	26.8	26.8	26.8	20.1	28.9	0	0
	280 Chemicals & Allied Products	1	1	.8	40.0	26.8	26.8	26.8	20.1	28.9	0	0
02	Manufacturing-Durable Goods	3	3	.9	40.0	24.4	21.3	26.5	20.6	32.5	0	0
	340 Fabricated Metal Products	1	1	.8	40.0	25.5	25.5	25.5	25.5	35.0	0	0
	390 Miscellaneous	2	2	.9	40.0	23.9	21.3	26.5	18.2	31.2	0	0
04	Utilities	1	1	1.0	40.0	20.3	20.3	20.3	20.3	24.7	0	0
	491 Electric Companies & Systems	1	1	1.0	40.0	20.3	20.3	20.3	20.3	24.7	0	0
06	Finance	2	2	.9	40.0	32.6	25.0	40.1	23.1	39.3	0	0
	602 Commercial & Stock Savings Banks	2	2	.9	40.0	32.6	25.0	40.1	23.1	39.3	0	0
08	Services-Profit	1	1	.8	37.0	16.1	16.1	16.1	16.1	16.1	310	1
	810 Legal Services	1	1	.8	37.0	16.1	16.1	16.1	16.1	16.1	310	1
09	Services-Nonprofit	1	1	.9	40.0	21.0	21.0	21.0	18.0	24.0	0	0
	860 Nonprofit Membership Organizations	1	1	.9	40.0	21.0	21.0	21.0	18.0	24.0	0	0
11	Government	1	1	.8	40.0	35.3	35.3	35.3	30.5	40.0	0	0
	930 Local Government	1	1	.8	40.0	35.3	35.3	35.3	30.5	40.0	0	0

Job Code: 81

Administrative Support Manager

Has full responsibility for developing, maintaining and evaluating all services under administrative support within an organization, such as filing, telephone, mail and para-professional support. Monitors the success of the administrative support group and is familiar with the company's goals and objectives. Works closely with the word processing manager or office information systems manager to ensure cooperation of two functions. May manage other major administrative duties such as records management, microfilm, reprographics and purchasing.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	32	34	.7	40.4	31.2	16.1	53.0	26.5	35.6	1,375	8
Northeastern States	6	6	.7	43.3	37.8	25.2	49.7	32.3	47.9	2,500	1
Southeastern States	6	8	.6	40.0	26.3	18.8	37.5	23.2	30.3	1,275	4
North Central States	5	5	.7	41.0	22.5	16.1	29.2	18.8	27.4	1,133	3
South Central States	5	5	.7	40.0	34.6	24.2	53.0	30.3	40.3	0	0
Western States	9	9	.7	39.1	30.3	19.0	52.0	25.6	31.7	0	0
Canada	1	1	.8	37.0	51.3	51.3	51.3	44.5	56.8	0	0

Job Code: 81 Administrative Support Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	3	3	.6	37.7	52.1	51.3	53.0	46.0	56.8	0	0
	200 Food & Kindred Products	2	2	.5	38.0	52.5	52.0	53.0	46.7	56.8	0	0
	290 Petroleum Refining & Related Products	1	1	.8	37.0	51.3	51.3	51.3	44.5	56.8	0	0
02	Manufacturing-Durable Goods	1	1	.8	40.0	32.7	32.7	32.7	32.7	32.7	0	0
	380 Professional, Scientific, Photographic & Optical Goods; Watches & Clocks	1	1	.8	40.0	32.7	32.7	32.7	32.7	32.7	0	0
04	Utilities	2	2	.9	40.0	30.0	23.8	36.3	25.4	38.3	0	0
	491 Electric Companies & Systems	1	1	.8	40.0	23.8	23.8	23.8	23.8	28.9	0	0
	492 Gas Companies & Systems	1	1	.9	40.0	36.3	36.3	36.3	27.0	47.7	0	0
06	Finance	4	5	.6	40.0	34.5	27.2	41.6	31.1	50.3	0	0
	600 Banking	3	4	.6	40.0	32.7	27.2	37.8	29.4	48.6	0	0
	604 Trust Companies (No-Deposit Banking)	1	1	.5	40.0	41.6	41.6	41.6	38.1	57.3	0	0
07	Insurance	2	2	.6	38.0	24.5	17.0	31.9	24.0	27.9	800	1
	631 Life Insurance	1	1	.6	36.0	31.9	31.9	31.9	31.9	31.9	0	0
	640 Insurance Agents, Brokers & Services	1	1	.5	40.0	17.0	17.0	17.0	16.0	23.9	800	1
08	Services-Profit	14	14	.8	40.4	28.5	16.1	49.7	24.3	31.5	1,457	7
	731 Advertising Agencies & Services	1	1	.7	25.0	25.0	25.0	25.0	18.0	25.0	2,000	1
	735 Private Employment Agencies	1	1	.6	40.0	18.8	18.8	18.8	18.0	21.0	1,500	1
	736 Business & Mgmt. Consulting Services	6	6	.8	41.7	34.6	21.0	49.7	27.6	38.5	1,700	3
	737 Data Processing Service Bureaus, Software Companies, Time-Sharing Companies	1	1	.8	40.0	25.2	25.2	25.2	21.0	25.2	0	0
	738 Accounting, Auditing & Bookkeeping Services	1	1	.8	40.0	16.1	16.1	16.1	15.5	17.0	600	1
	739 Business Services, Other	1	1	.6	40.0	24.2	24.2	24.2	24.2	24.2	0	0
	891 Engineering & Architectural Services	3	3	.8	43.3	27.5	19.0	35.9	25.9	32.6	1,000	1

(Continued)

Job Code: 81 Administrative Support Manager (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
09	Service-Nonprofit	2	2	.8	40.0	26.2	24.3	28.0	19.6	29.9	0	0
	899 Miscellaneous	2	2	.8	40.0	26.2	24.3	28.0	19.6	29.9	0	0
10	Educational Services	1	1	.9	40.0	19.9	19.9	19.9	14.5	19.9	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	1	1	.9	40.0	19.9	19.9	19.9	14.5	19.9	0	0
11	Government	3	4	.6	40.0	29.3	21.9	37.5	32.9	33.6	0	0
	920 State Government	1	1	.8	40.0	21.9	21.9	21.9	19.2	24.5	0	0
	930 Local Government	2	3	.5	40.0	31.8	26.0	37.5	26.3	36.6	0	0

Job Code: 82

Administrative Support Supervisor

May have all the responsibilities of Senior Administrative Secretary in addition to scheduling and administering work flow to a team of administrative secretaries. Responsible for liaison with, and training of, users who benefit from administrative support. Evaluates staffing requirements and prepares management reports.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	15	32	.8	40.0	27.2	19.8	43.2	20.3	29.3	817	3
Northeastern States	6	13	.8	39.9	29.6	23.1	43.2	23.4	35.7	1,500	1
Southeastern States	3	6	.6	40.0	22.3	19.8	26.4	17.5	26.0	350	1
North Central States	3	3	.6	40.0	25.3	24.7	26.2	19.9	28.4	0	0
South Central States	1	1	.9	40.0	20.0	20.0	20.0	18.4	27.6	0	0
Western States	2	9	1.0	40.0	30.1	30.1	30.1	18.2	22.6	600	1
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code 82 Administrative Support Supervisor

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	1	1	DK	37.0	29.7	29.7	29.7	23.3	36.0	0	0
	282 Cosmetics & Toilet Preparations	1	1	DK	37.0	29.7	29.7	29.7	23.3	36.0	0	0
06	Finance	8	11	.7	40.0	27.1	19.8	33.0	20.3	33.5	0	0
	600 Banking	8	11	.7	40.0	27.1	19.8	33.0	20.3	33.5	0	0
07	Insurance	1	3	1.0	37.0	26.7	26.7	26.7	25.0	32.0	0	0
	632 Accident & Health Insurance	1	3	1.0	37.0	26.7	26.7	26.7	25.0	32.0	0	0
08	Services-Profit	3	3	.9	41.7	23.1	43.2	32.1	27.4	33.5	1,050	2
	735 Private Employment Agencies	1	1	1.0	40.0	30.1	30.1	30.1	28.0	33.0	600	1
	736 Business & Mgmt. Consulting Services	1	1	.9	45.0	43.2	43.2	43.2	38.0	45.0	1,500	1
	891 Engineering & Architectural Services	1	1	.8	40.0	23.1	23.1	23.1	16.1	22.4	0	0
09	Services-Nonprofit	1	1	.9	40.0	20.0	20.0	20.0	18.4	27.6	0	0
	899 Miscellaneous	1	1	.9	40.0	20.0	20.0	20.0	18.4	27.6	0	0
10	Educational Services	2	2	.5	40.0	25.5	24.7	26.2	18.9	26.1	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	2	2	.5	40.0	25.5	24.7	26.2	18.9	26.1	0	0
11	Government	3	9	1.0	40.0	16.6	15.4	26.4	14.2	19.1	0	0
	920 State Government	2	8	1.0	40.0	15.4	15.4	15.4	13.3	17.4	0	0
	930 Local Government	1	1	1.0	40.0	26.4	26.4	26.4	21.8	32.7	0	0
15	Other	1	1	.5	40.0	20.0	20.0	20.0	18.0	25.0	350	1
	999	1	1	.5	40.0	20.0	20.0	20.0	18.0	25.0	350	1

Job Code: 83

Senior Administrative Secretary

May act as assistant to supervisor of an administrative team and is qualified to compose and edit documents for principals, provide research support and perform other para-professional duties. Handles special projects and is fully aware of company standards and practices.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	40	165	.9	39.5	20.2	10.0	35.0	17.1	24.7	498	8
Northeastern States	13	60	1.0	38.8	20.3	10.0	31.2	16.9	25.7	666	2
Southeastern States	6	36	.7	39.9	18.2	13.7	26.0	16.6	23.6	600	1
North Central States	5	8	.9	40.0	20.6	16.2	25.0	16.4	24.0	0	0
South Central States	8	49	.9	39.9	20.8	16.8	27.2	16.7	24.2	300	2
Western States	7	11	.9	39.6	24.3	16.0	35.0	21.0	24.5	475	2
Canada	1	1	.8	35.0	28.6	28.6	28.6	28.6	28.6	500	1

Job Code: 82 Senior Administrative Secretary

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	20	22	.8	39.8	22.2	18.7	29.0	18.6	26.2	0	0
	200 Food & Kindred Products	1	1	.5	35.0	29.0	29.0	29.0	29.0	29.0	0	0
	280 Chemicals & Allied Products	19	21	.8	40.0	21.9	18.7	27.2	18.1	26.1	0	0
02	Manufacturing-Durable Goods	20	24	1.0	40.0	22.3	19.2	25.8	16.0	24.2	0	0
	390 Miscellaneous	20	24	1.0	40.0	22.3	19.2	25.8	16.0	24.2	0	0
04	Utilities	1	1	.5	37.0	22.7	22.7	22.7	20.4	25.2	0	0
	491 Electric Companies & Systems	1	1	.5	37.0	22.7	22.7	22.7	20.4	25.2	0	0
05	Wholesale/Retail Trade	2	3	1.0	40.0	22.8	20.5	25.0	17.2	27.3	0	0
	540 Food	2	3	1.0	40.0	22.8	20.5	25.0	17.2	27.3	0	0
06	Finance	27	44	.8	40.0	20.9	13.7	35.0	15.9	25.3	0	0
	600 Banking	26	43	.8	40.0	20.6	13.7	26.9	15.5	25.1	0	0
	612 Savings & Loan Associations	1	1	1.0	40.0	35.0	35.0	35.0	35.0	35.0	0	0
07	Insurance	2	5	1.0	37.0	19.8	19.4	20.0	16.2	24.0	967	1
	632 Accident & Health Insurance	1	4	1.0	37.0	20.0	20.0	20.0	16.5	24.2	0	0
	633 Fire, Marine & Casualty Insurance	1	2	1.0	37.0	19.4	19.4	19.4	15.7	23.5	967	1
08	Services-Profit	17	1	.9	38.8	21.9	10.0	31.2	19.0	23.5	483	2
	730 Business Services	1	1	1.0	16.0	10.0	10.0	10.0	10.0	10.0	0	0
	731 Advertising Agencies & Services	1	1	.9	40.0	19.0	19.0	19.0	17.0	20.0	365	1
	735 Private Employment Agencies	1	1	1.0	40.0	25.8	25.8	25.8	24.0	28.0	600	1
	736 Business & Mgmt. Consulting Services	6	8	.9	39.3	22.6	15.0	31.2	20.5	25.5	0	0
	737 Data Processing Service Bureaus, Software Companies, Time-Sharing Companies	1	1	.8	40.0	22.1	22.1	22.1	15.9	22.1	0	0
	810 Legal Services	2	7	.8	36.7	26.8	25.0	28.6	25.8	27.8	300	2
	891 Engineering & Architectural Services	5	12	.9	41.2	19.5	16.4	25.0	14.8	20.9	600	1

(Continued)

Job Code: 83 Senior Administrative Secretary (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
09	Services-Nonprofit	7	7	1.0	40.0	18.6	16.8	24.5	17.1	23.6	0	0
	860 Nonprofit Membership Organizations	1	1	.8	40.0	24.5	24.5	24.5	19.5	25.0	0	0
	899 Miscellaneous	6	6	1.0	40.0	17.6	16.8	18.0	16.7	23.4	0	0
10	Educational Services	6	8	.7	40.0	18.5	15.0	21.6	15.7	20.5	425	2
	822 Colleges, Universities, Professional Schools, Junior Colleges	5	7	.7	40.0	18.9	15.0	21.6	16.2	20.8	500	1
	824 Correspondence & Vocational Schools	1	1	.9	40.0	16.0	16.0	16.0	12.0	18.0	350	1
11	Government	3	9	1.0	39.0	20.2	17.9	20.8	16.9	22.8	0	0
	920 State Government	1	4	1.0	40.0	14.3	14.3	14.3	12.1	16.5	0	0
	930 Local Government	2	5	1.0	38.2	24.9	20.7	26.0	20.8	27.8	0	0
15	Other	2	10	.9	40.0	22.8	22.7	22.8	20.5	26.7	0	0
	999	2	10	.9	40.0	22.8	22.7	22.8	20.5	26.7	0	0

Job Code: 84

Administrative Secretary

Works with a group of principals as part of a team under the direction of an Administrative Support Supervisor or Manager. Responsibilities include such support functions as filing, photocopying, maintaining calendars, records and lists and providing special secretarial services.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	61	612	.9	38.6	19.3	7.0	36.4	15.2	21.9	1,646	87
Northeastern States	15	181	.9	39.5	16.8	8.8	26.0	14.1	21.3	326	1
Southeastern States	14	120	.9	39.3	16.9	10.4	30.0	15.1	19.4	750	7
North Central States	16	214	1.0	37.0	21.2	7.0	28.4	16.9	23.5	1,800	76
South Central States	8	73	.8	39.8	19.0	13.0	36.4	14.2	23.8	100	1
Western States	8	24	.8	38.4	15.7	12.0	20.4	12.9	17.9	375	2
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 84 Administrative Secretary

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	6	21	.8	38.1	17.5	13.7	20.1	14.9	21.5	0	0
200	Food & Kindred Products	2	11	.8	36.4	18.9	17.7	20.0	15.7	22.3	0	0
280	Chemicals & Allied Products	4	10	.9	40.0	16.0	13.7	20.1	14.1	20.7	0	0
02	Manufacturing-Durable Goods	9	10	DK	40.0	18.0	15.8	19.9	11.8	23.7	0	0
390	Miscellaneous	9	10	DK	40.0	18.0	15.8	19.9	11.8	23.7	0	0
04	Utilities	1	1	.9	40.0	20.4	20.4	20.4	16.3	24.5	0	0
493	Combination Gas & Electric Systems	1	1	.9	40.0	20.4	20.4	20.4	16.3	24.5	0	0
05	Wholesale/Retail Trade	4	9	.9	40.0	21.1	14.6	36.4	16.2	23.5	0	0
508	Machinery, Equipment & Supplies	1	1	1.0	40.0	36.4	36.4	36.4	25.5	38.1	0	0
540	Food	2	7	.9	40.0	19.8	19.5	20.0	15.1	22.6	0	0
560	Apparel & Accessories	1	1	.8	40.0	14.6	14.6	14.6	11.0	15.0	0	0
06	Finance	21	122	1.0	37.9	13.9	7.0	20.0	12.9	18.9	400	1
600	Banking	18	45	1.0	39.8	17.1	13.9	20.0	14.4	23.6	0	0
601	Federal Reserve Banks	2	2	.9	30.0	12.5	7.0	18.0	12.0	20.0	0	0
620	Security & Commodity Brokers, Dealers & Exchanges	1	75	1.0	37.0	12.0	12.0	12.0	12.0	16.0	400	1
07	Insurance	5	41	.9	36.8	13.4	8.6	18.0	11.2	16.4	0	0
630	Insurance Carriers	1	1	.5	38.0	13.0	13.0	13.0	11.5	17.2	0	0
631	Life Insurance	1	1	.7	36.0	15.0	15.0	15.0	11.9	18.0	0	0
632	Accidents & Health Insurance	2	38	.9	36.8	13.3	8.6	18.0	11.1	16.4	0	0
636	Title Insurance	1	1	.9	37.0	15.0	15.0	15.0	15.0	16.0	0	0

(Continued)

Job Code: 84 Administrative Secretary (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
08	Services-Profit	103	254	1.0	38.4	20.4	12.0	28.5	16.0	22.7	1,762	83
	731 Advertising Agencies & Services	1	5	.9	40.0	17.0	17.0	17.0	15.0	19.0	326	1
	735 Private Employment Agencies	1	1	.9	40.0	18.0	18.0	18.0	18.0	22.0	1,000	1
	736 Business & Mgmt. Consulting Services	6	12	.8	38.8	18.0	13.0	26.0	16.0	19.9	300	2
	737 Data Processing Service Bureaus, Software Companies, Time-Sharing Companies	7	7	.8	40.0	16.1	12.0	19.6	13.4	18.6	0	0
	810 Legal Services	78	163	1.0	37.0	22.9	14.0	28.5	17.8	24.6	1,844	78
	891 Engineering & Architectural Services	10	66	.9	40.8	15.5	13.5	18.4	11.7	19.1	500	1
09	Services-Nonprofit	4	5	.8	40.0	17.6	16.1	20.2	15.1	20.7	0	0
	800 Medical, Dental & Other Health Services	1	1	.2	40.0	17.4	17.4	17.4	15.4	19.3	0	0
	899 Miscellaneous	3	4	1.0	40.0	17.6	16.1	20.2	15.0	21.0	0	0
10	Educational Services	14	34	.8	39.3	16.1	10.8	30.0	14.5	19.8	250	1
	821 Elementary & Secondary Schools	1	2	1.0	40.0	30.0	30.0	30.0	25.0	30.0	0	0
	822 Colleges, Universities, Professional Schools, Trade Schools	11	29	.8	39.2	15.4	10.8	20.7	14.0	19.3	0	0
	824 Correspondence & Vocational Schools	1	2	.9	40.0	12.0	12.0	12.0	12.0	18.0	250	1
	829 Educational Services, Other	1	1	.8	40.0	15.6	15.6	15.6	14.6	16.6	0	0
11	Government	5	41	.8	38.9	19.9	19.9	19.9	15.3	21.2	0	0
	910 Federal Government	1	1	.8	40.0	19.9	19.9	19.9	15.4	22.6	0	0
	920 State Government	2	13	.9	40.0	DK	DK	DK	11.6	14.4	0	0
	930 Local Government	2	27	.8	38.4	DK	DK	DK	17.1	24.4	0	0
15	Other	5	13	.6	38.0	14.2	8.7	20.7	14.2	16.4	350	1
	999	5	13	.6	38.0	14.2	8.7	20.7	14.2	16.4	350	1

Job Code: 91

Data Processing Manager

Responsible for all data processing operations activities, including computer operations, data entry, data control and operation support. Assigns personnel to projects and directs their activities, reviews and evaluates their work and prepares performance reports. Advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with personnel in other data processing sections to coordinate activities. Prepares activity and progress reports regarding the data processing operations section.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	16	22	.9	40.5	38.1	19.8	66.4	29.6	42.1	488	2
Northeastern States	6	7	.9	40.0	41.2	19.8	66.4	28.4	45.6	576	1
Southeastern States	4	4	.9	42.5	36.1	27.0	50.6	32.0	42.6	0	0
North Central States	4	9	.8	40.0	34.4	28.0	39.2	28.9	37.5	400	1
South Central States	2	2	.9	40.0	39.0	32.7	45.4	32.5	49.1	0	0
Western States	0	0	.0	.0	.0	.0	.0	.0	.0	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code 21 Data Processing Manager

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	2	2	.8	40.0	46.8	43.0	50.6	38.7	53.8	0	0
	280 Chemicals & Allied Products	1	1	.8	40.0	50.6	50.6	50.6	47.3	67.6	0	0
	281 Pharmaceuticals-Ethical	1	1	.8	40.0	43.0	43.0	43.0	30.0	50.0	0	0
02	Manufacturing-Durable Goods	2	2	.9	38.5	42.2	36.0	48.3	36.1	54.1	0	0
	340 Fabricated Metal Products	1	1	1.0	37.0	48.3	48.3	48.3	36.0	54.0	0	0
	390 Miscellaneous	1	1	.8	40.0	36.0	36.0	36.0	36.2	54.2	0	0
06	Finance	3	3	.8	40.0	51.6	28.0	66.4	33.7	51.6	400	1
	602 Commercial & Stock Savings Banks	3	3	.8	40.0	51.6	28.0	66.4	33.7	51.6	400	1
08	Services-Profit	3	3	1.0	40.0	25.9	20.7	30.0	21.3	28.8	576	1
	731 Advertising Agencies & Services	1	1	1.0	40.0	30.0	30.0	30.0	23.0	30.0	576	1
	736 Business & Mgmt Consulting Services	1	1	.9	40.0	27.0	27.0	27.0	23.0	28.0	0	0
	739 Business Services, Other	1	1	1.0	40.0	20.7	20.7	20.7	17.8	28.4	0	0
09	Services-Nonprofit	3	3	.9	41.0	29.9	19.8	37.2	24.3	34.8	0	0
	800 Medical, Dental & Other Health Services	1	1	.9	43.0	19.8	19.8	19.8	19.2	30.2	0	0
	860 Nonprofit Membership Organizations	1	1	1.0	40.0	37.2	37.2	37.2	31.0	38.0	0	0
	899 Miscellaneous	1	1	.9	40.0	32.7	32.7	32.7	22.7	36.3	0	0
10	Educational Services	1	1	.8	40.0	39.2	39.2	39.2	24.8	50.9	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	1	1	.8	40.0	39.2	39.2	39.2	24.8	50.9	0	0
11	Government	2	7	.8	41.4	29.4	29.4	29.4	26.6	36.8	0	0
	930 Local Government	2	7	.8	41.4	29.4	29.4	29.4	26.6	36.8	0	0
15	Other	1	1	DK	40.0	45.4	45.4	45.4	42.2	62.0	0	0
	999	1	1	DK	40.0	45.4	45.4	45.4	42.2	62.0	0	0

Job Code: 92

Data Processing Supervisor

Supervises the activities of data processing operations personnel. Usually has authority to hire, fire and promote personnel. Follows set policy level direction regarding standards, budgetary constraints, etc.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	13	17	.8	40.0	28.2	20.0	47.0	25.0	33.0	2,233	3
Northeastern States	1	2	7	40.0	27.0	27.0	27.0	25.0	33.0	1,000	1
Southeastern States	4	4	1.0	40.0	27.3	23.5	32.3	24.8	34.6	3,900	1
North Central States	4	7	.8	40.0	27.1	25.0	31.0	25.5	31.0	1,800	0
South Central States	2	2	.7	40.0	33.5	20.0	47.0	27.5	41.3	0	0
Western States	2	2	.5	40.0	27.3	26.6	28.0	21.5	28.7	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 92 Data Processing Supervisor

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	3	4	.8	40.0	28.1	26.0	32.3	27.6	36.9	1,000	1
	270 Printing	1	1	1.0	40.0	26.0	26.0	26.0	24.4	30.4	0	0
	280 Chemicals & Allied Products	1	1	.9	40.0	32.3	32.3	32.3	35.9	51.3	0	0
	300 Rubber & Miscellaneous Plastic Products	1	2	.7	40.0	27.0	27.0	27.0	25.0	33.0	1,000	1
02	Manufacturing-Durable Goods	2	3	.8	40.0	36.2	25.4	47.0	28.8	48.2	0	0
	390 Miscellaneous	2	3	.8	40.0	36.2	25.4	47.0	28.8	48.2	0	0
04	Utilities	1	1	.9	40.0	27.2	27.2	27.2	21.0	31.5	0	0
	491 Electric Companies & Systems	1	1	.9	40.0	27.2	27.2	27.2	21.0	31.5	0	0
05	Wholesale/Retail Trade	1	1	1.0	40.0	31.0	31.0	31.0	31.0	31.0	1,800	1
	540 Food	1	1	1.0	40.0	31.0	31.0	31.0	31.0	31.0	1,800	1
08	Services-Profit	2	2	.8	40.0	24.0	20.0	28.0	20.0	24.0	0	0
	736 Business & Mgmt. Consulting Services	1	1	.8	40.0	28.0	28.0	28.0	20.0	28.0	0	0
	739 Business Services, Other	1	1	.7	40.0	20.0	20.0	20.0	20.0	20.0	0	0
09	Services-Nonprofit	2	2	1.0	40.0	24.3	23.5	25.0	21.5	25.0	3,900	1
	800 Medical, Dental & Other Health Services	1	1	.9	40.0	25.0	25.0	25.0	25.0	25.0	0	0
	860 Nonprofit Membership Organizations	1	1	1.0	40.0	23.5	23.5	23.5	18.0	25.0	3,900	1
11	Government	2	4	.6	40.0	28.2	26.6	28.7	23.2	33.0	0	0
	920 State Government	1	1	.3	40.0	26.6	26.6	26.6	23.0	29.4	0	0
	930 Local Government	1	3	.7	40.0	28.7	28.7	28.7	23.2	34.2	0	0

Job Code: 93

Senior Data Processing Operator

Operates a central computer terminal under general supervision. Can grasp operating instructions to determine system set-up and run operation. Monitors the console panel, storage devices, printers and other peripherals to pinpoint system or program malfunction. Follows standard procedures to arrange sequence of job steps to continue operations in normal or malfunction mode. Confers with technical specialists or managers when malfunction requires a major change in procedures. Keeps records on system performance and production.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Average	Low	High	Average Salary Ranges ($1,000s/Year) Low	High	Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
Total United States and Canada	30	57	.8	39.9	22.1	14.3	32.0	17.4	25.5	1,295	5
Northeastern States	6	15	.9	39.8	23.1	20.3	29.2	18.0	29.3	1,237	2
Southeastern States	5	12	.8	40.0	22.0	15.8	25.0	16.7	23.5	1,950	1
North Central States	8	13	.8	40.0	23.0	17.3	32.0	18.0	25.4	1,025	2
South Central States	6	6	.9	40.0	19.4	14.9	27.0	17.7	25.1	0	0
Western States	5	11	.7	39.6	21.2	14.3	27.0	16.7	22.9	0	0
Canada	0	0	.0	.0	.0	.0	.0	.0	.0	0	0

Job Code: 93 Senior Data Processing Operator

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	8	10	.9	39.5	20.7	17.2	25.0	17.4	24.3	0	0
	200 Food & Kindred Products	2	2	.8	37.5	22.8	22.5	23.0	19.7	29.5	0	0
	270 Printing	1	3	1.0	40.0	17.2	17.2	17.2	14.9	18.7	0	0
	280 Chemicals & Allied Products	4	4	.8	40.0	21.6	20.1	25.0	18.0	25.9	0	0
	281 Pharmaceuticals-Ethical	1	1	.8	40.0	23.5	23.5	23.5	18.0	25.0	0	0
02	Manufacturing-Durable Goods	2	3	.9	40.0	23.5	22.5	24.4	16.6	28.3	0	0
	390 Miscellaneous	2	3	.9	40.0	23.5	22.5	24.4	16.6	28.3	0	0
04	Utilities	2	5	1.0	40.0	27.2	22.9	31.4	22.3	29.6	0	0
	491 Electric Companies & Systems	2	5	1.0	40.0	27.2	22.9	31.4	22.3	29.6	0	0
05	Wholesale/Retail Trade	3	5	1.0	40.0	23.2	20.5	27.0	19.6	29.6	0	0
	508 Machinery, Equipment & Supplies	1	1	1.0	40.0	27.0	27.0	27.0	29.1	38.2	0	0
	540 Food	2	4	1.0	40.0	22.3	20.5	24.1	17.2	27.4	0	0
06	Finance	11	10	1.0	40.0	24.3	15.8	29.2	17.3	28.9	0	0
	600 Banking	2	1	.7	40.0	16.3	15.8	16.8	14.1	22.2	0	0
	602 Commercial & Stock Savings Banks	9	9	1.0	40.0	25.2	20.3	29.2	17.7	29.6	0	0
07	Insurance	1	1	.8	40.0	23.9	23.9	23.9	16.0	23.9	800	1
	640 Insurance Agents, Brokers & Services	1	1	.8	40.0	23.9	23.9	23.9	16.0	23.9	800	1
08	Services-Profit	9	10	.8	40.4	20.4	14.3	26.4	17.7	25.6	1,241	3
	731 Advertising Agencies & Services	1	1	.9	40.0	23.0	23.0	23.0	19.0	25.0	442	1
	736 Business & Mgmt. Consulting Services	3	3	.7	40.0	16.5	14.3	18.7	14.3	17.6	0	0
	738 Accounting, Auditing & Bookkeeping Services	1	1	.5	40.0	17.3	17.3	17.3	16.0	19.0	1,250	1
	739 Business Services, Other	1	1	.9	40.0	19.0	19.0	19.0	19.0	19.0	0	0
	810 Legal Services	3	4	.9	41.0	23.9	19.3	26.4	20.0	35.0	2,032	1

(Continued)

Job-Code: 93 Senior Data Processing Operator (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
09	Services-Nonprofit	2	3	1.0	40.0	16.2	15.8	17.1	14.0	18.5	1,950	1
	860 Nonprofit Membership Organizations	1	2	1.0	40.0	15.8	15.8	15.8	13.5	16.6	1,950	1
	892 Educational & Scientific Research Agencies	1	1	.9	40.0	17.1	17.1	17.1	14.9	22.3	0	0
10	Educational Services	2	2	.9	40.0	23.5	14.9	32.0	18.1	23.3	0	0
	822 Colleges, Universities, Professional Schools, Junior Colleges	2	2	.9	40.0	23.5	14.9	32.0	18.1	23.3	0	0
11	Government	5	7	.8	40.0	22.1	18.8	26.0	20.1	24.5	0	0
	930 Local Government	5	7	.8	40.0	22.1	18.8	26.0	20.1	24.5	0	0

Job Code: 94

Data Processing Operator

Under direct or general supervision, assists in monitoring and controlling a computer and performs routine tasks. May operate auxiliary equipment. With guidance, is competent in several phases of data processing operations.

Geographic Region	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year)			Average Salary Ranges ($1,000s/Year)		Average Annual Bonus (Dollars/Year)	Number of Bonuses Reported
					Average	Low	High	Low	High		
Total United States and Canada	37	126	.8	37.1	16.8	5.0	30.0	14.6	20.7	792	6
Northeastern States	9	33	.8	37.0	16.2	5.0	30.0	13.3	21.2	1,000	1
Southeastern States	8	17	.9	37.8	15.6	8.5	22.3	14.0	18.0	1,475	2
North Central States	8	37	.8	40.0	18.4	11.0	22.9	15.7	21.5	300	2
South Central States	6	19	.9	40.0	17.9	13.5	25.7	14.9	21.7	0	0
Western States	5	10	.7	40.0	15.6	10.0	22.5	13.2	17.3	200	1
Canada	1	10	.8	17.0	20.4	20.4	20.4	16.7	21.8	0	0

Job Code 94 Data Processing Operator

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Annual Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
01	Manufacturing-Nondurable Goods	9	16	.9	38.0	18.7	8.5	22.9	15.8	21.9	1,000	1
	200 Food & Kindred Products	3	3	.9	40.0	22.6	22.2	22.9	17.9	25.6	0	0
	270 Printing	2	3	1.0	29.3	11.0	8.5	13.5	10.5	13.1	0	0
	280 Chemicals & Allied Products	1	1	.8	40.0	18.5	18.5	18.5	16.1	23.2	0	0
	281 Pharmaceuticals-Ethical	1	4	.9	40.0	20.0	20.0	20.0	17.0	23.0	0	0
	290 Petroleum Refining & Related Products	1	3	.7	40.0	DK	DK	DK	DK	DK	0	0
	300 Rubber & Miscellaneous Plastic Products	1	2	.8	40.0	22.0	22.0	22.0	18.0	27.0	1,000	1
02	Manufacturing-Durable Goods	5	7	1.0	40.0	16.9	15.1	18.9	12.7	22.9	0	0
	340 Fabricated Metal Products	1	1	1.0	40.0	15.1	15.1	15.1	12.0	18.0	0	0
	390 Miscellaneous	4	6	1.0	40.0	17.2	15.6	18.9	12.8	23.7	0	0
05	Wholesale/Retail Trade	1	8	1.0	40.0	25.7	25.7	25.7	24.0	27.8	0	0
	508 Machinery, Equipment & Supplies	1	8	1.0	40.0	25.7	25.7	25.7	24.0	27.8	0	0
06	Finance	7	8	.9	40.0	16.4	11.0	19.8	13.9	22.6	100	1
	602 Commercial & Stock Savings Banks	7	8	.9	40.0	16.4	11.0	19.8	13.9	22.6	100	1
07	Insurance	2	3	.8	39.0	13.3	13.0	14.0	12.5	18.1	500	1
	636 Title Insurance	1	1	DK	37.0	14.0	14.0	14.0	14.0	15.0	0	0
	640 Insurance Agents, Brokers & Services	1	2	.8	40.0	13.0	13.0	13.0	11.8	19.6	500	1
08	Services-Profit	16	23	.7	34.9	14.8	5.0	22.5	12.9	17.5	1,000	1
	735 Private Employment Agencies	1	3	.8	40.0	14.7	14.7	14.7	14.5	15.8	1,000	1
	736 Business & Mgmt. Consulting Services	4	5	.8	40.0	15.7	13.5	17.8	13.7	17.1	0	0
	739 Business Services, Other	4	7	.5	40.0	12.6	10.1	16.0	12.2	17.7	0	0
	800 Medical, Dental & Other Health Services	1	1	.8	40.0	18.0	18.0	18.0	16.0	18.5	0	0
	810 Legal Services	6	7	.7	23.4	16.1	5.0	22.5	11.9	18.3	0	0

(Continued)

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Job Code 94 Data Processing Operator (Continued)

General Industry Code	Industry Type	Number of Companies	Number of Employees	Average Correlation	Hours/ Week	Annual Salaries ($1,000s/Year) Avg	Low	High	Average Salary Ranges ($1,000s/ Year) Low	High	Average Annual Bonus (Dollars/ Year)	Number of Bonuses Reported
09	Services-Nonprofit	4	16	.9	33.4	18.4	12.6	30.0	15.2	21.5	1,950	1
	800 Medical, Dental & Other Health Services	1	7	.8	25.0	12.6	12.6	12.6	12.5	18.7	0	0
	830 Museums, Art Galleries, Botanical & Zoological Gardens	1	5	.9	40.0	30.0	30.0	30.0	22.0	30.0	0	0
	860 Nonprofit Membership Organizations	1	3	1.0	40.0	13.2	13.2	13.2	10.4	14.0	1,950	1
	899 Miscellaneous	1	1	.9	40.0	17.2	17.2	17.2	15.0	21.0	0	0
10	Educational Services	4	7	.7	40.0	17.5	12.0	21.5	15.1	20.1	200	1
	822 Colleges, Universities, Professional Schools, Junior Colleges	3	6	.7	40.0	18.4	13.5	21.5	16.0	21.0	0	0
	824 Correspondence & Vocational Schools	1	1	.9	40.0	12.0	12.0	12.0	10.0	15.0	200	1
11	Government	5	26	.7	30.8	19.0	14.7	22.3	16.8	21.9	0	0
	920 State Government	1	10	.5	17.0	20.4	20.4	20.4	16.7	21.8	0	0
	930 Local Government	4	16	.8	39.4	18.1	14.7	22.3	16.9	22.0	0	0